

4-H Camp Kidwell Adventure Awaits Summer 2020

Job Descriptions

Each position has specific required duties as well as general camp responsibilities which help ensure the camp program and atmosphere run smoothly and are positive. The job description detail specific duties for each position, and examples of general responsibility duties are, but not limited to:

General Staff Responsibilities and Expectations

- To connect with each camper, help them feel welcome and included.
- To participate in activities, by being an actively involved and “playing.”
- To model the values and mission statement of 4-H Camp Kidwell for campers, parents, and other staff.
- To recognize troublesome situations and effectively resolve them through camp policy and procedures.
- To seek out and use camp and outside resources, to create meaningful experiences for campers.
- To work proactively with individuals and groups each day showing spontaneity & creativity.
- To balance camp standards and expectations with flexibility to create a safe environment while seizing opportunities to create unique experiences.
- To use self-care and use positive techniques for reducing stress.
- To respond quickly and effectively to situations, including emergencies.

Staff Positions

Click on a position to see the specific job description

Administrative Staff

[Assistant Director](#)
[Head Cook](#)
[Head Counselor](#)
[Health Officer](#)
[Program Director](#)

Counselors and Program Assistants

[Counselor](#)
[Day Camp Assistant](#)
[Horseback Riding Assistant](#)

CIT

[CIT \(Counselor in Training\)](#)

Program Staff

[Archery Instructor](#)
[Arts and Crafts Instructor](#)
[Canoe Instructor](#)
[Day Camp Instructor](#)
[Drama Instructor](#)
[Horseback Riding Instructor](#)
[Lifeguard](#)
[Recreation Instructor \(sports and games\)](#)
[Team Building \(ropes and climbing tower\)](#)

Please don't hesitate to ask questions if you have them. You can call 269-521-3559 or email campkidwell@btc-bci.com. We are happy to help!

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Archery Instructor

Salary: Starting at \$275 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must hold a current archery and/or riflery certification from a ACA recognized organization (Training can be arranged)*

Job Description:

- *Develop an archery/shooting sports curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize shooting sports area prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with archery sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate archery/shooting sports program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Arts and Crafts Instructor

Salary: Starting at \$275 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have knowledge of and a variety of experiences with creating and presenting arts and crafts projects*

Job Description:

- *Develop an arts and crafts curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize arts and crafts facility prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with arts and crafts sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate arts and crafts program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Assistant Director

Salary: Starting at \$350 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 21 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have at least 2 years of camp related experience*
- *Must have at least one year of management related experience*

Job Description:

- *Provide overall supervision of campers and staff while reporting to camp director*
- *Assist Director in planning and implementing staff orientation*
- *Assist Camp Director organize, plan and set up over all summer programming schedule and activities*
- *Maintain the daily schedule during summer camp programs*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Observe and evaluation all staff members on a weekly basis*
- *Continually evaluate overall summer camping program and make suggestions for improvements*
- *Other duties to be assigned as needed*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Canoe Instructor

Salary: Starting at \$300 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must hold a current Lifeguarding certification from an ACA recognized organization*
- *Must have knowledge of and experience working with and teaching canoeing and kayaking on a lake.*

Job Description:

- *Develop a boating curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize boating area and assist organize overall waterfront prior to camping season*
- *Assist waterfront director evaluate and teach other staff members required skills and procedures for operating the waterfront safely*
- *Teach other staff members proper procedures and expectation for helping with boating sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate waterfront/ boating program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required.*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: CIT (Counselor in Training)

Salary: Volunteer

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must stay at camp during weeks volunteering*
- *Must volunteer at least 2 weeks in addition to attending staff orientation*

Specific Requirements:

- *Must be at least 14 years of age*
- *Must be willing to work in the kitchen*
- *Must be a great role model and example for all campers, staff members and camp guests*

Job Description:

- *Work at least 2 of 3 meals in the kitchen*
- *Help prepare and set up the meals; setting the tables, putting out food and assisting the cook*
- *Work as a team to clean up after the meal, washing dishes, sweeping and mopping*
- *Assist Counselors and Program staff during assigned activities*
- *Assist Counselors in the cabin and during meals*
- *Be a good role model to campers*
- *You may be chosen to help with Day Camp; help assist the Day Camp Instructor, helping Day Campers during activities and meals*
- *You may be chosen to help at Horse Back riding; assist the Horse Back Riding Instructor, cleaning up after horses, leading horses, and assisting campers.*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Counselor

Salary: Starting at \$175 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 16 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience working with children*

Job Description:

- *Oversee the general behavior and activities of a small group of campers to ensure they have an enjoyable camping experience*
- *Assist with all camp activities and provide leadership and supervision during all programs and activities*
- *Assist other staff members organize all camp facilities during orientation*
- *Assist program staff members implement programs and activities during daily sessions*
- *Assist program staff members implement their programs and activities during daily sessions*
- *Foster a positive attitude and atmosphere among the campers*
- *Help your camper group develop goals and expectations for their camping experience*
- *Participate in all cabin group activities*
- *Assist program staff member in maintaining, running, and cleaning up program areas*
- *Report any incidents and concerns to the head counselor*
- *Continually evaluate the overall camping program and make suggestions for improvements*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Day Camp Assistant

Salary: Starting at \$175 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 16 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience working with children*

Job Description:

- *Assistant day camp instructor in developing a curriculum of fun and exciting while educational activities for children 4 to 7 years of age*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Assist day camp instructor organize day camp area prior to camping season*
- *Greet children when they arrive each morning of the program*
- *Assist day camp instructor implement program and activities*
- *Foster a positive attitude and among campers*
- *Participate in all day camp activities*
- *Report any incidents and concerns to the camp director*
- *Assist program staff member in maintaining, running, and cleaning up program areas*
- *Continually evaluate the day camp program and make suggestions for improvements*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Day Camp Instructor

Salary: Starting at \$275 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience with young children*

Job Description:

- *Develop a curriculum of fun, exciting and educational activities for children 4 to 7 years old*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize day camp area prior to camping season*
- *Greet children when they arrive each morning of the program*
- *Teach other staff members proper procedures and expectations for helping with day camp sessions /activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate the day camp program and make suggestions for improvements*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Drama Instructor

Salary: Starting at \$275 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience and knowledge of performing arts, theatre and drama programs and activities*

Job Description:

- *Develop a drama curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize drama cabin prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with drama sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate drama program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Head Cook

Salary: Starting at \$350 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 21 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience preparing and serving meals for large groups*
- *Must have current Safeserv Certification*

Job Description:

- *Plan three nutritionally balanced meals and snack for all staff and campers (Monday thru Friday)*
- *Order all needed supplies for weekly menus (work with director for this)*
- *Organize and maintain order of camp pantry, refrigeration and freezer space*
- *Teach other staff members proper procedures and expectations of the kitchen and dining area*
- *Help train, oversee and evaluation CIT's(Counselors in training)*
- *Prepare, serve, and clean up daily meals*
- *Ensure safe and sanitary operations in the kitchen*
- *Work with director to meet all federal, state, local, and ACA safety and health requirements*
- *Record all quantities, types, and preparation methods for food served*
- *Continually evaluate kitchen program and make suggestions for improvements*
- *Lead Friday clean up of kitchen*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Head Counselor

Salary: Starting at \$300 per week

General Requirements:

- *Must have desire to work with children in a camp setting*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 21 years of age*
- *Must have previous camp experience*
- *Ability to relate to peer group*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be able to provide supervision and guidance to fellow staff members*
- *Must have good time management skills and strong work ethic*
- *Must be enthusiastic, have a sense of humor, patience and self-control*
- *Must be flexible*

Job Description:

- *Communicate and work with groups and provide necessary instruction to campers and staff*
- *Enforce appropriate safety regulations and carry out emergency procedures*
- *Visually and audibly identify and respond to any environmental hazards*
- *Visually and audibly identify and respond to potential emotional hazards for campers and staff*
- *Observe campers and counselor behavior, assess it for appropriateness, ensure corrections are made, and provide appropriate behavior management techniques*
- *Possess strength and energy to maintain constant supervision over campers and counselors*
- *Encourage and motivate others to perform at their best*

- *Assist directors in training staff in their responsibility*
 - *Prior to camp, contact staff who will be assigned under your supervision*
 - *During leadership training, teach portions of the training content as determined by the directors*
- *Provide supervisory assistance to counselors in their daily duties, managing the staff and the provisions required for the appropriate camper experience*
 - *Manage cabin life by visiting with counselors and campers daily, staying in touch with current issues or problems, as well as developing trust and encouragement through relationships*
 - *Manage the quality of the counseling by assisting with timely resolution of issues that develop with counselors and/or campers. You are the first level of contact for such problems and responsible for correcting.*
 - *Keep directors informed of such situations and actions taken*
 - *Assist in making the camp atmosphere comfortable for both campers and staff*
 - *Nightly visits with campers and staff in their cabins before lights out*

- *Be concerned and attentive to the health, safety and general welfare of the campers and counselors*
- *Recognize and respond to teachable moments*
- *Encourage and model respect for others, and for personal property, camp equipment and facilities*
- *Assist in teaching various skill areas as assigned*
- *Promote healthy relationships among campers and counselors and ensure that no child is being left out*
- *Conduct regular counselor encouragement activities and acts*
- *Assist with facilitation of staff meetings*
- *Evaluate counselors, this should be informally daily and weekly and a formally periodically throughout the summer.*
- *Assist the directors in creating, planning and implementation of the weekly program.*
 - *Ensure campers and staff are awake on time*
 - *Supervise the content of meal time announcements and activities*
 - *Supervise daily camp clean up*
 - *Conduct daily camp clean up inspections*
 - *Help facilitate evening activities and their content*
 - *Assist with Camp Store as needed*
 - *Assist with camp-wide activities as needed*
 - *Assist counselors in evaluating their program content and quality of their activities*
 - *Facilitate collection of birthday cards for each camper from counselors. These will be sent to camper in off season.*
 - *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Health Officer

Salary: Starting at \$400 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 21 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be licensed physician, registered nurse or EMT*
- *Must be able to create, update, and monitor health care records*

Job Description:

- *Implement and oversee all medical related activities during summer camping program*
- *Organize and maintain staff and camper records, medicine inventory, and total health office area*
- *Organize and lead camper and staff check-in and check-out process*
- *Receive, prepare and dispense all camper and staff medication*
- *Provide First Aid and emergency care for all campers and staff as needed*
- *Accompany injured campers or staff members to hospital*
- *Keep separate daily logs of all health occurrences of staff and campers*
- *Keep records of all accidents and sickness as prescribed by federal, state, local, and ACA standards or laws*
- *Provide daily camper health update to all staff*
- *Inventory all First Aid supplies and reorder(through director) as required*
- *Administer physician's orders*
- *Conduct daily health checks, cabin and safety inspections*
- *Be responsible for safe handling of bodily fluids, disposal of contaminated supplies, cleanup and sanitizing of equipment and facilities*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Horseback Riding Instructor

Salary: Starting at \$400 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be certified in a ACA recognized horseback riding program*
- *Must have knowledge of and experience working with and teaching horseback riding related activities*

Job Description:

- *Develop an horseback riding curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize horseback riding area prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with horseback riding activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate horseback riding program and make suggestions for improvements*
- *Maintain all care of horses(through director) including feed, water, vet., ferrier, etc.*
- *Be available for non-camper and/or weekend guest*
- *Work closely with A.C.C.E. program*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Horseback Riding Assistant

Salary: starting at \$175 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 16 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must have experience working with horses and implementing horseback related activities*

Job Description:

- *Assist horseback riding instructor in developing an horseback riding curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Assist organize horseback riding area prior to camping season*
- *Assist horseback riding instructor teach other staff members proper procedures and expectations for helping with horseback riding activities*
- *Assist horseback riding instructor implement program and activities*
- *Foster a positive attitude and atmosphere among the campers*
- *Participate in all horseback riding activities*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate the over all camp program and make suggestions for improvements*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: *Life Guard and swim assistant*

Salary: *Starting at \$300 per week*

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must hold a current lifeguarding certification from an ACA recognized organization*
- *Must have knowledge of and experience working with and teaching swim lessons and other water related activities*

Job Description:

- *Develop a swimming/aquatic curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Assist organize waterfront/boating area prior to camping season*
- *Assistan waterfront director evaluate and teach other staff members required skills and procedures for operating the waterfront safely*
- *Teach other staff members proper procedures and expectations for helping with swimming sesssions /activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate waterfront/ boating program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Report any incidents and concerns to the water front director*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Job Description

Staff Position: Program Director

Compensation: Full-time, Hourly

Position Purpose: To further the mission of 4-H Camp Kidwell through assisting the Camp Director and Board in programming, management, scheduling and strategic operations for Camp to be successful. Year-round 40 hours a week (live-onsite at camp during summer camp programming).

Qualifications:

- *Must have a valid Michigan driver's license and Insurance*
- *Must be 25 years of age or older*
- *Preferred experience with camp programming*
- *Preferred experience with children in a camp setting and administering programs that reflect the camps population*
- *Must be willing to obtain and maintain CPR and CPI training*
- *Must submit to a background check*
- *Must be willing to submit to random drug and alcohol checks*

Desired/Preferred skills:

- *Excellent Interpersonal skills*
- *Proficient in computer skills and related word processing, data management computer software.*
- *Ability to multitask, self-start*
- *Physical ability to move about the camp in all weather*
- *Ability to work irregular hours*
- *Ability to lift 50-70 lbs. occasionally*
- *Demonstrate excellent time management skills*
- *Demonstrate Leadership qualities*
- *Demonstrate the ability to take direction from others and be a self-starter*

Essential Job Functions:

- *To assist director and be responsible for safety and well-being of Camp, the campers and staff.*
- *Oversee the daily operation of the resident and day camps including food service, programs as well as camper and staff supervision*
- *To assist director to recruit and retain seasonal staff*
- *To assist director with check in and check out of off-season facility rentals as needed.*
- *Assist director in Ropes Course training and maintain Ropes Course Certification*
- *Assist Director with general maintenance and camp condition.*
- *Must be willing to stay onsite during summer camp and occasionally in the off-season in housing provided by Board.*
- *Must be willing to get VSP screening, CPR trained, and any other training required by camp.*
- *Any other duties as assigned by Board of Directors*

Reports to:

- *Allegan County 4-H Board of Directors*
- *On site supervisor is Camp Director*
- *Written monthly report to camp director on Asst. Director activities*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Sports and Recreation Instructor

Salary: Starting at \$275 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Have knowledge of and a variety of experiences with sports, games, and other recreational activities*

Job Description:

- *Develop a sports/recreational activity curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize sports and recreation facilities prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with sports/recreation sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate sports/recreation program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Other duties may be assigned as required*

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Team Building Instructor

Salary: Starting at \$275 per week

General Requirements:

- *Must have desire to work with children*
- *Must work well with others*
- *Must attend and participate in camp staff orientation*
- *Must be willing to participate in all camp activities*
- *Must participate in weekly set up and clean up*
- *Must complete all staff forms and agreements, provide current health information and any related info*
- *Must have current certification in CPR and First Aid with blood borne pathogens training*
- *Live in status during summer program preferred*

Specific Requirements:

- *Must be at least 18 years of age*
- *Must be a great role model and example for all campers, staff members and camp guests*
- *Must be certified in low rope, climbing tower, high rope, and adventure ropescourses facilitation. (This training will be done at a time arranged by camp director)*
- *Must have knowledge of and experience in the adventure industry*

Job Description:

- *Develop a team building curriculum to provide campers with a fun and exciting, yet educational experience*
- *Assist with other camp activities and provide leadership and supervision during all programs and activities*
- *Organize team building areas prior to camping season*
- *Teach other staff members proper procedures and expectations for helping with team building sessions/activities*
- *Implement program and activities for campers and provide leadership for assistants during daily sessions*
- *Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities*
- *Report any incidents and concerns to the camp director*
- *Keep all activities, equipment and facilities clean, sanitized, safe and in working order*
- *Continually evaluate team building program and make suggestions for improvements*
- *Maintain equipment and supply inventory and provide program needs report to director*
- *Be available for non-camper and/or weekend guest*
- *Other duties may be assigned as necessary*

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