



**POSITION DESCRIPTION**  
**Program Director**  
**UCCE 4-H Youth Development Summer Camp**

**GENERAL DESCRIPTION**

The Program Director will coordinate and oversee workshops, afternoon sessions, campfire program, additional special workshops or activities and recruit presenters and assistants.

**OBJECTIVES**

Increase the quality of the experience for 4-H campers by providing structured educational and fun workshops and activities for 4-H summer camp. Work with Teen Staff Coordinator in planning interactive campfire programs for each evening, as well as engaging evening programs.

**SPECIFIC SKILLS AND REQUIREMENTS**

- Have at least one season of camp administration experience (i.e.: session leader, workshop leader)
- Be at least 25 years of age
- An appointed 4-H volunteer by the time the position begins (includes; enrollment, background check & clearance and orientation).
- Commitment to working with a diverse staff and camper population for the fulfillment of 4-H Summer Camp goals
- Ability to be positive and encouraging with youth and adults
- Encourage and recruit volunteers and adults workshop presenters
- Ability to abide by and model the 4-H code of conduct
- Familiar with 4-H YDP objectives and philosophy or willing to learn [http://celake.ucanr.edu/4-H\\_Program/](http://celake.ucanr.edu/4-H_Program/)
- Ability to organize and delegate duties for workshop sessions, open sessions, and other special camp programs
- Have current CPR and first aid certifications
- Have working knowledge of electronic communication, Microsoft or other word and spreadsheet type programs.
- Have computer skills and a good understanding of computer software programs, word processing, spreadsheets and email.

**SPECIFIC RESPONSIBILITIES**

1. Complete a position application
2. Abide by and enforce all 4-H policy and safety requirements to ensure the safety of participants.
3. Participate as a member of the Camp Steering Committee





4. Ensure all presenters have acquired the required training and certificates. These include (but not limited to): volunteer appointment, Shooting Sports, Challenge Course, and water front.
5. Work with the Executive Director to define and plan a program to reflect camp goals
6. Work with the Teen Staff Coordinator to plan, implement, and oversee a campfire program, evening program/activity and opening/closing ceremonies.
7. Order and organize supplies (as required) for workshops, sessions and special programs.
8. Organize workshops, recruit adults/ youth to lead the workshops, afternoon session areas, and special programs (ex: campfire, evening program, opening/ closing ceremonies)
9. Work with the Teen Staff Coordinator to organize a counselor training to familiarize counselors with workshops, sessions and any special programs.
10. Participate in teen staff interviews to make recommendations for assignments.
11. During camp, conduct morning adult meetings to prepare each presenter with workshop location, participant list, and answer question to prepare presenters for the day.
12. Present camp activity information at chaperone orientation meeting
13. During camp, participate in morning counselor meetings.
14. Work with staff to keep track of all program supplies
15. Inform Youth Staff and Executive Director of any camper or staff concerns
16. Give input to the Executive Director on the performance of all staff
17. Assist with evaluating the entire camp operation with suggestions for next season.
18. Be able to lift and carry 30 pounds over uneven terrain
19. Assures camp program expenses do not exceed annual budget
20. Create workshop and open session spreadsheets, the labels for name tags, and workshop descriptions as needed to organize camp activities and assignments
21. With the assistance of the teen staff monitor workshops and activities during camp and make suggestions for changes if needed

## RELATIONSHIPS

- Reports to Executive Director, 4-H YDP Staff and County Director.
- Works cooperatively with UCCE Staff, Camp Staff (youth and adult) and Camp Steering Committee to plan and implement educational camp programs in accordance with University of California policies and core values of the 4-H Youth Development Program. To learn more about the UCCE policies and core values of the 4-H Youth Development program, please visit [http://celake.ucanr.edu/4-H\\_Program/](http://celake.ucanr.edu/4-H_Program/)
- Supervises youth and adults presenting in workshops and sessions, helping in workshops, afternoon sessions and any special programs (ex: campfire, flag pole, closing activities)





**TIME COMMITMENTS**

Length of service is one year and is renewed annually. A three year commitment is preferred but not required. Attend the full session of camp and the monthly Camp Steering Committee meetings.

**TYPE OF POSITION:** Volunteer, no direct salary

**REIMBURSEMENT/COMPENSATION**

1. Phone bill reimbursement for long distance calls pertaining to Program Director work (up to the maximum set by the Camp Steering Committee).
2. Postage reimbursement for mailings pertaining to Program Director work (up to the maximum set by the Camp Steering Committee).
3. Aid with conference fees and travel expenses to related trainings and one conference per term.
4. Fuel or mileage reimbursement for travel pertaining to Program Director work (up to the maximum set by the Camp Steering Committee).

Note: Any other expenses not listed are to be approved by the Camp Steering Committee prior to incurring expense.

**TERM OF APPOINTMENT**

Annual reappointment by the County Director and there is no limit of terms served. Applicants will go through an application and selection process.

I have reviewed this position description, and I am willing to volunteer and to serve in the capacity of the Program Director for the Mendocino Lake 4-H Camp.

\_\_\_\_\_  
4-H Volunteer Name (Print)

\_\_\_\_\_  
4-H Volunteer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mendocino Lake County Director (Signature)

\_\_\_\_\_  
Date

