Keola 4-H Camp 2014 Youth Director Position Descriptions

1. **Director of Camp Traditions**

Responsible for the oversight of: Flag Ceremonies, Daily Reflections and Sharing Time (Vespers) and Campfire.

**Flag Ceremonies** related duties include:

* Ensure the execution of formal flag raising and lowering ceremonies each day.
* Create a setting which communicates the importance of the ceremony.
* Develop a program which leads participants to consider their responsibilities as citizens.

**Daily Reflections** and Sharing Time related duties include:

* Oversee Daily Reflections and create an opportunity for members to reflect on their feelings and share with others.
* Plan activities which help members to develop gratitude, generosity and compassion.

**Campfire** related duties include:

* Plan nightly campfires which include skits, songs, show & tell opportunities, etc.
* Ensure the campfire activities include all campers and Junior and Adult Counselors

**Necessary skills and abilities**:

* Excellent team work
* Good communication
* Attention to detail and good organization
* The ability to create an atmosphere of reflection and respect
* The ability and desire to entertain and educate others

**Helpful skills and abilities**:

* Musical talent/experience
* Theatrical talent/experience

2. **Director of Recreational Activities**

 Responsible for the oversight of: Sports & Recreation including Fishing

 **Sports & Recreation** related duties include:

* Plan physical activities which can include all camp participants which take into account varying ages and abilities. Activities will include waterfront activities.
* Establish rules and safety guidelines for planned activities.

**Fishing** related duties include:

* Plan fishing derby or other fishing related activities for interested campers.
* Assist members in developing fishing skills.

**Necessary skills and abilities**:

* Excellent team work
* Good communication
* Attention to detail and good organization
* The ability and desire to entertain and educate others

**Helpful skills and abilities**:

* Knowledge of a variety of sports and outdoor recreational activities
* A sense of fun and adventure

3. **Director of Educational Opportunities**

 Responsible for the oversight of educational workshops and programs including Arts & Crafts.

**Educational Programs** may include:

* Planning workshops and educational experiences which make good use of the camp setting (nature walks, lessons about local wild life, outdoor/campfire cooking) and/or relate to the camp theme.
* Planning Science, Engineering and Technology activities such as building/launching water rockets, GPS/orienteering, robotics, etc.

**Arts & Crafts** related duties include:

* Planning activities which have broad appeal and help members develop a skill or set of skills
* Establishing rules and expectations within the Craft Shed/area and effectively communicating those rules.
* Acquire all necessary craft materials prior to camp.

**Necessary skills and abilities**:

* Excellent team work
* Good communication
* Attention to detail and good organization
* The ability and desire help others learn and build new skills

**Helpful skills and abilities**:

* Crafting skills and experience
* Interest in science and nature

4. **Director of Evening Programs**

Responsible for the oversight of all Evening Programs.

**Duties** include:

* Planning all evening programs which take into account:
	+ the age range of camp participants
	+ safety (physical and emotional)
	+ the need for physical activities
	+ the need for social activities
* Examples of possible evening programs include:

Ice Breakers, Camp Dance, Carnival, Scavenger Hunt, Family Group Competitions, Night Hike, Talent Show, Movie Night

**Necessary skills and abilities**:

* Excellent team work
* Good communication
* Attention to detail and good organization
* The ability and desire to entertain and educate others

**Helpful skills and abilities**:

* Musical talent/experience
* Theatrical talent/experience
* Dance talent/experience
* Creativity
* A sense of fun and adventure

5. **Director of Camp Logistics**

Responsible for the oversight of camp logistics, especially agendas and work schedules. Will work closely with Adult Camp Director(s)/4-H Staff and all Camp Directors.

**Duties** include:

* Create camp agenda incorporating all agreed upon camp activities
* Create daily work schedules for JCs and Adults
* Preparation of camper registration/check-in packets
* Assist Adult Counselors in enforcing 4-H and camp rules including the dress code
* Establish and clearly mark (on a map and/or with physical markers) camp boundaries
* Establish a camp environment that is safe and fun for campers and camp staff.

**Necessary skills and abilities**:

* Excellent team work
* Good communication
* Attention to detail and excellent organization
* Ability to make decisions based on established guidelines and rules
* Comfort and skill in working with all age groups

6. **Director of Hospitality**

Responsible for the creating a safe, welcoming and fun environment for all campers and adults. The Director of Hospitality will make announcements, organize Mealtime Fun, facilitate Opening and Closing Ceremonies and help campers to feel welcome and included.

* Organize Camp check-in and greet campers and families.
* Communicate rules and expectations to all campers (Opening Ceremonies)
* Explain guidelines and have supplies prepared for “Warm Fuzzies”
* Establish a game/activity room to be accessed during Free Time activities (board games, card games, etc.)
* With the assistance of other Junior Counselors, look for and encourage the participation of campers who are struggling with homesickness, are bored, etc.
* Decorate Mess Hall and other commonly used areas to promote camp theme.

**Mealtime Fun** related activities include:

* Plan entertaining activities for mealtimes.
* Lead members in expressions of thanks and gratitude.
* Encourage good manners and organized meal service.

**Necessary skills and abilities**:

* Excellent team work
* Good communication
* Attention to detail and excellent organization
* Ability to stay positive and instill a sense of fun and excitement in others
* Comfort and skill in working with all age groups

**Helpful skills and abilities**:

* Ability to deliver a message which may not be popular with one’s peers
* Ability to help individuals or groups refocus their energy in a positive ways