

**UCCE PLACER COUNTY 4-H  
CAMP  
KEY LEADER ROLE DESCRIPTION**

**General Description**

The Camp Key Leader is a 4-H adult volunteer who is at least 25 years old and serves as a middle manager and who has the overall responsibility for the development and delivery of programs to 4-H members enrolled in camp. The Camp Key Leader is responsible for the function of the Camp Program Development Committee and for working with volunteers, teen leaders and camper families. The Key Leader functions as a critical link between the Camp committee and the Program Development Board, the 4-H Youth Development Program (YDP) staff, and the 4-H Office.

The activities under Camp may include:

- Camp committee meetings and trainings
- Summer Camp
- Off-season camp programs

**Qualifications:**

Current 4-H adult volunteer in good standing, who has:

- A passion to see youth become learn and grow in an outdoor environment
- Complete required state and local courses for adult volunteers if applicable
- Additional training through attendance the Bi-Annual 4-H Camping Conference
- Current certification in First Aid, CPR and AED--Infant/Child/Adult course

**Essential Knowledge, Skills and Abilities:**

- Skill and ability to interact verbally with youth and adults in a variety of situations.
- Skill and ability to assist everyone in the camp community in emergency (fire, injury, etc.,) situations both physically and emotionally.
- Skill and ability to use current technology communication tools (Email, Microsoft Word and Excel, Google Docs and Sheets, Slides, Adobe Acrobat, Text, Zoom.)
- Knowledge of the 4-H Youth Development Program (4-H YDP), its mission, core values and policies.
- Knowledge or skill in Camp Administration and adherence to [The 4-H Camp Safety Guidelines](#).

**Key Overarching Duties: (4-H Vision and Values)**

Enable a series of learning experiences that allow youth to reach their goals through the camp experience. Create an environment where meaningful, impactful educational opportunities exist, and positive youth development principles are utilized to help members grow into productive adults. Embrace the mission of 4-H and work within the guidelines of the University of California 4-H Youth Development Program delivered through the UCCE 4-H office in order to encourage 4-H objectives and enforce 4-H policy.

**Essential Functions of the Leader Role:**

- Ensure the safety of members, volunteers and guests at all meetings, and before, during and after camp. This includes completing the full volunteer enrollment process including fingerprinting and background check and completion of required courses before hosting any meetings, activities or events.
- Mentor youth members to enable them to set and reach goals across the range of possibilities defined by the publication 4-H Steps to Success as it pertains to County-wide participation.
- Listen and respond to the needs of youth and volunteers as they relate to health and wellbeing, in addition to specific goals.
- Plan and manage meetings using the tools available for adult volunteers. This includes:
  - Ensure that two adult volunteers are present at all meetings and at camp. Maintain ratios of adult to youth, as specified in the 4-H Camp Safety Guidelines.
  - Keep records with regards to attendance, report forms, health history and authorizations, and incidents.
  - Involve teen leaders in meaningful leadership opportunities as appropriate.
  - Plan a sequence of learning experiences so that camp appeals to beginners and more advanced learners.
  - Commitment to complete all agreed upon duties and assignments.

**Relationships**

The Camp Key Leader will be responsible to the 4-H YDP staff and the Program Development Board which also reports to the 4-H Management Board. The Camp Key Leader cooperates with the other Key Leaders in the county, as well as other adult volunteers, members and participants in the 4-H YDP, especially those working in camp and outdoor education.

**Term of Appointment**

Key Leaders shall serve a two-year term, with eligibility for reappointment to another two-year term. Volunteers can serve a total of six years on the Board. Applicants will go through an application and selection process, if others do not run for the position the Key Leader can stay for a total of three terms.

*I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the Camp Key Leader.*

\_\_\_\_\_  
4-H Camp Key Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
4-H Youth Development Program Staff

\_\_\_\_\_  
Date

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