

Stanislaus County 4-H Summer Camp General Staff Position Requirements

This first page applies to all staff members at Stanislaus County 4-H Camp. As a member of camp staff your first duty is to ensure the safety, both physical and emotional, of every person in camp.

Practice Prevention: knowledge and thoughtful planning can reduce the risks inherent in the Summer Camp program.

Take corrective action: bring all safety concerns to the camp facility manager or county 4-H office staff. The summer camp experience should be fun for all.

Prior to Camp:

1. Sign up as a 4-H member or leader
 - a. If not completed by a predetermined date as listed on the Staff Expectations Form/Contract, then can be let go.
2. Sign the Staff Expectations Form/Contract
 - a. Including listing any dates as a conflict of interest
3. Have a Valid CPR Certification at the time of camp & on file with the directors
4. Must help in some way for the “future betterment of camp.”
 - a. This traditionally was done through the “Camp Readiness Weekend” at Camp Sylvester.
 - b. Today, to accommodate schedules and everyone’s time, staff members should do one of the following...
 - i. Volunteer at the Stanislaus County Farm Bureau Camp Readiness Weekend.
 1. Typically held in March/April.
 - ii. Sell a predetermined number of tickets for the 4-H Camp BBQ fundraiser.
 1. Number to be set by directors.
 - iii. Acquire a predetermined amount as a donation for 4-H Camp.
 1. Amount to be set by directors.
 - c. Directors can set a 4th option if they deem it beneficial for the majority of staff, while still assisting the camp's position in the long term.
5. Complete all trainings prior to camp
 - a. These are preferred to be completed in person, but can be made-up electronically at the discretion of the directors.
6. Submit a schedule and plan of activities at the April Camp Committee Meeting to present to directors & camp committee.
 - a. Encouraged to be looked at by camp directors prior to meeting.
 - b. Should include...
 - i. List & overview of activities (names, descriptions, etc.)
 - ii. List of needed/purchased supplies
 - iii. Contingency Plans (inclement weather, extra time, etc.)

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Stanislaus County 4-H Summer Camp General Position Requirements

At Camp:

1. Must be available for the entire camp. Any exceptions require approval by all directors.
 - a. This includes the set-up day prior to campers arriving.
2. Ability to assist in the (1) timing of showers, (2) “yogging”, and (3) fishing supervision during the mornings of camp.
3. Must arrive at the mess hall 15 minutes prior to each flag raising.
 - a. Typically the only exceptions are for those timing showers.
4. Complete a “Check in” with directors at some point during each day.
5. Assist with the supervision of campers on “Lake Day” (from lake all the way to the dance).
6. Must complete all required duties as listed for your specific job area
 - a. Please see separate job descriptions for this.
7. Stay at the campground until the entire program has been checked out
 - a. Everyone on staff should leave once all work is done

After Camp:

1. Each staff member should participate in a review of the camp program conducted by the Camp Committee.
 - a. This includes both..
 - i. Input for the camp debriefing meeting
 - ii. A review of directors and other staff members in their area
 1. Typically done as a survey after camp
2. Assist in submitting the “Area Binder” for staff area, which includes...
 - a. Budget & Receipts
 - b. Updated Inventory
 - c. Self-Assessment of the program for said year (including relevant notes)
 - d. Recommendations for future staff in said area

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Stanislaus County 4-H Summer Camp Position Description - Director

Immediate Supervisor:

4-H Youth Advisor/Program Representative and Camp Committee Chairperson

Requirements:

Must be 25 years of age or 21 to 24 with an adult advisor present. Have 4 to 6 years of older youth camping experience. The director is required to possess first aid and CPR certification.

Duties:

1. Oversee total 4-H Summer Camp program, including camp staff, counselors, campers, and chaperones.
2. The director, as well as other staff, must be available for the entire camp.
3. The director will be involved in the selection of the staff and counselors with the camp committee.
 - a. They should let each applicant know 1-2 positives/things that they liked and 1-2 areas of growth/improvement.
4. They will work in cooperation with the camp committee representative and camp staff in overseeing the cleanliness of camp, the health of those who attend camp, and the safety of all.
5. One month prior to camp the director will give an overview report to the camp committee the planned schedules and activities for all areas of summer camp.
6. The director is responsible to see that the staff helps in the opening and closing of camp.
7. The director will have an assistant director(s) who will be responsible for program areas and assist in the administration of camp.
8. Work with assigned area and assistant directors to facilitate each staff area's planning efforts
 - a. Director & Assistant Directors should each have 1-2 staff areas to consult and help prepare for camp.
 - b. Use prior camp knowledge to help facilitate areas.
9. The director is in charge of ensuring that each staff member completes a "check-in" at least once a day with the directors.
10. The director will be responsible for the evaluation and training of the summer camp staff, counselors, and chaperones.
11. The director will be responsible to inform staff, counselors, campers, and chaperones of the rules governing camp as well as the enforcement of those rules.
12. Assist in the raising and lowering of the flag. Meet with the cabins in advance and demonstrate the proper way to fold and unfold, raise and lower the flag.
13. After camp the director shall submit a written report to the camp committee, including an assessment of the just completed camp, an individual evaluation of each staff member, and any recommendations for the coming year.
14. Participate in a review of camp conducted by the camp committee.

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Stanislaus County 4-H Summer Camp Position Description - Assistant Director

Immediate Supervisor:

Camp Director

Requirements:

- Must be 18 years of age or older.
- Have at least 2 years of counselor experience and/or 1 year of staff experience or comparable experience in a similar type camp.
- You are required to possess a first aid and CPR certification.

Duties:

1. Assist the director in camp programming and training of the staff, counselors, and chaperones as needed.
2. Handle administrative backup duties in the camp such as inter-camp communications and various camp program activities as needed or directed.
3. Assist in waking up and putting the campers to bed.
4. Assist in lights out supervision and post lights out supervision.
5. Assist in keeping the organization of the camping program.
6. Assume any duties and responsibilities the director may assign.
7. Must be capable of taking over all camp duties in case the director becomes ill or must leave camp for any reason.
8. Responsible for establishing, implementing, and enforcing dress code and 4-H code of conduct.
9. Assist campers, counselors, staff, and chaperones in holding each other accountable and behaving in a respectful manner to each other and the campground.
10. Cooperate with the recreation directors to conduct evening activities.
11. Work with assigned area and director to facilitate each staff area's planning efforts
 - a. Director & Assistant Directors should each have 1-2 staff areas to consult and help prepare for camp.
 - b. Use prior camp knowledge to help facilitate areas.
12. Assist the directors to ensure a "Check in" with each staff member at some point during each day.
13. Provide music and equipment for the dance or arrange for such equipment or entertainment.
14. Assist in the raising and lowering of the flag. Meet with the cabins in advance and demonstrate the proper way to fold and unfold, raise and lower the flag.

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Stanislaus County 4-H Summer Camp Position Description - Assistant Director

Traditionally there are multiple assistant directors in order to assist the director in the many facets of the job. Each specific assistant director should complete their duties as noted on the previous page, in addition to the ones noted below.

Assistant Director, Correspondence

Additional Duties

- Create the Camp Brochure
- Manage all pre-camp promotion
- Manage the Camp Social Media pages before, during, and after camp
- Send any necessary general information (via text or email) to staff, counselors and campers.
- Documentation of Camp, including photography during camp.
- Assist in correspondence, planning and scheduling of interviews (counselor, staff, etc.)

Assistant Director, Accountability

Additional Duties

- Work with the director to ensure all staff have completed the necessary paperwork required to attend camp (staff contracts, 4-H registration, CPR, all training, etc.)
- Work the staff to ensure execution of their job descriptions and staff contracts
- Attendance tracking (staff and counselors are required to attend a certain percentage of Camp Committee meetings)
- Put out the end of year surveys for (1) staff and (2) general camp feedback
- Assist Director with submission of camp safety binder
- Act as liaison with camp support staff (nurses & cooks) for paperwork & any other items pertaining to them

Assistant Director, Engagement

Additional Duties

- Run the Camp Theme Contest
- Coordinate the Camp T-Shirt (colors and design)
- Work with Director for theme implementation for entertainment Program at Camp
- Assist Staff in planning activities that incorporate the current theme of camp
- In the event that there are more morning activity days than areas (Rec, Ropes, Hike, etc.), plan "director day" activities that are in line with the theme
- Plan senior camp activities for any campers/cabins that include high schoolers

In the event that there are not 3 assistant directors, their duties should be distributed amongst the director and assistant directors as soon as possible.

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Stanislaus County 4-H Summer Camp Position Description - Archery

Immediate Supervisor:

Camp Directors

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- Must be 21 years of age or older.
- Must be trained in the archery discipline of the 4-H Shooting Sports program.
 - Including valid certification prior to camp.
- Will be responsible for planning well in advance of camp for archery activities that encompass skill development and safety training.
- You are required to possess first aid and CPR certification.

Duties:

Prior to Camp:

1. Become familiar with the archery equipment and range used at camp.
2. Obtain authorization from the directors to obtain any additional or replacement equipment needed before purchase.
3. Participate in other camp preparation activities at the request of the camp directors & committee
4. Ensure that the archery equipment makes it up to camp.
5. Responsible for packing activity for those campers who do not wish to dance, i.e. videos/movies and DVD and TV.
 - a. Ask the 4-H office for a projector & use screen in the dining hall (Pack cords & DVD player)

At Camp:

Set-Up Time (Pre-camper arrival):

1. Supervise the setting up of the archery range at camp day prior to campers arriving.
 - a. This includes preparing the equipment and placing it in "Gibson Hall" for easy access.
2. Add any newly bought items to the necessary areas.
3. Check to ensure your inventory list is accurate.

Camper Arrival & Check-in

4. Archery staff with help with...
 - a. Arts & Crafts firstly (if they need additional assistance)
 - b. Recreation games (with campers)
 - c. If there is an alternate need, directors can ask for them to help as well.

Prior to all Archery Activities

5. Inspect the range daily to determine safe operating conditions.

Morning Activities:

6. Check in with directors about where assistance is needed. This could include...
 - a. Assisting with a morning activity area (canoeing, Arts/Crafts, Hike, Rec, etc.)
 - b. Assisting with dining hall/cleaning dishes
 - c. Assisting directors with checking cabins
 - d. Something else at the discretion of the directors

Siesta

7. Clean dishes/dining hall following lunches.

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**Stanislaus County 4-H Summer Camp
Position Description - Archery**

Game Time:

8. Conduct archery activities with campers on the range.
 - a. Ability to conduct specialty workshops (intro to archery, stringing bows, etc.) can be done with approval of the directors.

Cabin Bonding:

9. During the first day campers arrive, archery staff will be asked to assist with cabin bonding activities.
10. During subsequent days, archery may either (a) be asked to assist supervise cabin bonding or (b) request the time off to prepare archery equipment between Game Time and Free Time.

Free Time:

11. Conduct archery activities with campers on the range.
 - a. Ability to conduct specialty workshops (intro to archery, stringing bows, etc.) can be done with approval of the directors.

Evening Activities/Campfire:

12. Cooperate with the recreation directors to conduct evening activities & campfire.

Last Night Dance Prep:

13. Help set-up for dinner (with cooks, dining hall, etc.).
 - a. Then, assist with the setup of the movie in the dining hall.
 - b. Check with directors when done with both.

After Camp:

1. Ensure that the archery equipment makes it back from camp.
 - a. This includes taking detailed inventory & filling out the "Archery" Binder.

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**Stanislaus County 4-H Summer Camp Position
Description - Arts and Crafts (A's & C's)**

Immediate Supervisor:

Camp Directors

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- Must be 17 years of age or older.
- You are required to possess first aid and CPR certification.

Duties:

Prior to Camp:

1. Select the various types of crafts that will be taught and made/offered during camp.
2. Make and submit a sample of planned crafts to the director for final approval and to have the director sign off prior to the April camp meeting.
3. Obtain authorization from directors to obtain any additional needed supplies for crafts before purchase to stay within budget.

At Camp:

Set-Up Time (Pre-camper arrival):

1. Set up the craft area in DeBoer Hall.
2. Add any newly bought items to the necessary areas.
3. Check to ensure your inventory list is accurate.
4. Have papers & markers available for counselors to create their table labels. (If making at camp)

Camper Arrival & Check-in

5. Arts & Crafts staff will help with the creation of name tags and dispersal of shirts & water bottles.
6. If finished early or slowed down, they can assist with the games outside.

Morning Activities:

7. Arts and Crafts staff are responsible for daily morning sessions where you can teach individual cabins how to do crafts. Be ready for each of these sessions by preparing your crafts area.
 - a. Recommended to have crafts engaging to relevant ages & the theme.
 - b. Campers are NOT allowed to be dismissed early. Be sure to adequately prepare and if need be, have additional activities/projects prepared.
8. Supervise counselors and chaperones that are in this session and assign tasks to help with as needed.

Siesta:

9. Clean dishes/dining hall following lunches.

Game Time:

10. Arts and crafts staff should use this time to clean/prepare the arts and crafts hall for free time crafts activities.

Cabin Bonding:

11. During the first day campers arrive, arts & crafts staff will be asked to assist with cabin bonding activities.
12. During subsequent days, arts & crafts will also be asked to assist by supervising cabins during said bonding time.

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**Stanislaus County 4-H Summer Camp Position
Description - Arts and Crafts (A's & C's)**

Free Time:

13. Have the crafts hall open during free time for additional craft creation and supervision of such.
 - a. Including Lanyards
 - b. Ask counselors (& chaperones if needed) to attend and assist in arts and crafts if it was their morning activity.
 - This should be done at the lunchtime meal.
14. Supervise counselors and chaperones that are in this session and assign tasks to help with as needed.

Evening Activities/Campfire:

15. Cooperate with the recreation directors to conduct evening activities & campfire.

Tye-Dye:

16. Coordinate with the directors for at least 1 tye-dye date to occur during free time.
 - a. If staff believes that there would be a need/desire for large numbers of people tie-dying, open discussion for two possible dates.
 - b. Be sure to announce the tye-dye times in advance, as shirts need to be prepped.
17. Ensure that there is enough supervision and assistance in the crafts hall on these days.
 - a. Recommended to directly ask several chaperones and consult with directors.
 - b. Counselors who had morning activities can assist also.
18. Normal free-time crafts should be open as well during times of tie-dying.

Last Night Dance Prep:

19. Clean out, rearrange, and decorate the Crafts Hall.
20. Make sure the dance ends on time, typically 10 PM or when quiet time begins in the National Forest.

After Camp:

1. Ensure that the Arts & Crafts equipment makes it back from camp to proper storage.
 - a. This includes taking detailed inventory & filling out the "Arts & Crafts" Binder.

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**Stanislaus County 4-H Summer Camp Position
Description - Dining Hall Assistant**

Immediate Supervisor:

Camp Directors and Lead Cook

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- Must be 16 years of age or older.
- You are required to possess first aid and CPR certification.

Duties:

Prior to Camp:

1. Coordinate transportation of kitchen items with the lead cook, directors & dishwashers.
2. Work with dishwashers to plan and submit any plans for mealtime games at the April committee meeting.
3. Obtain authorization from directors/cook to obtain any additional needed supplies for the dining hall before purchase to stay within budget.

At Camp:

Set-Up Time (Pre-camper arrival):

1. Assist in the set-up of the kitchen and dining area.
 - a. Checking with directors to ensure that there are enough seats for all attending.
2. Conduct a "training session" for counselors, chaperones & staff regarding the cleaning of dishes with the dishwashers before campers arrive.
3. Work with directors & dishwashers to create the dishwasher rotation schedule.

Camper Arrival & Check-in

4. The dining hall assistant will assist with parking, unloading and traffic control as campers check in.
5. If check-in has slowed, they can be relieved by the directors to go and play games with campers.

Meal Times & Pre/Post Meal:

6. Report to the lead cook 30 minutes **before** meal times (unless altered by cook/directors)
7. Supervise the setting of tables by cabins, ie. Beverages, silverware, etc.
8. Keeps all condiment containers full and napkin holders filled.
9. Act as the liaison between cooking staff and program staff.
10. Ensure that the dishwashers are in fact washing dishes to the cook's standards.
11. See that counselors and/or campers clean trays and tables properly and that they place trays, cups, and silverware in correct locations or dishwashers.
12. Return milk cartons, jelly, butter dishes, etc. from tables to kitchen.
13. Check with the lead cook at the conclusion of "after meal" duties such as pots and pans for dismissal.
14. Supervise the clean-up, including sweeping and mopping when necessary, after each meal of the entire dining hall.
15. Assign and help staff empty and clean garbage cans in the dining room and kitchen areas.
16. Coordinate with dishwashers to run any mealtime games.
17. These should be submitted to directors prior to camp, tested, and placed on the schedule with directors

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**Stanislaus County 4-H Summer Camp Position
Description - Dining Hall Assistant**

Morning Activities:

18. Dining Hall will either be (a) finishing clean up from breakfast or (b) on a predetermined "off" meal where they can assist with other programmed activities.
 - a. If cleaning up from breakfast, normal meal operations as noted above.
 - b. If "off" from the meal, the dining hall assistant can go assist with another programmed activity after changing. It's encouraged that they check in with the staff area running the activity beforehand.

Siesta:

19. Clean dishes/dining hall following lunches.

Game Time:

20. After finishing cleaning dishes and the dining hall, the dining hall assistant can assist in the supervision and engagement with campers with games throughout this time.

Cabin Bonding:

21. During the first day campers arrive, the dining hall assistant will be asked to assist with cabin bonding activities.
22. During subsequent days, they will also be asked to assist by supervising cabins during said bonding time.

Free Time:

23. Dining hall assistant can assist in the supervision and engagement with campers with free time.
 - a. They should be sure to report to the dining hall for dinner set-up.

Evening Activities/Campfire:

24. Cooperate with the recreation directors to conduct evening activities & campfire.
 - a. They should not leave the dining hall unless (a) it has been cleaned and checked off or (b) they have received permission from the directors and been relieved of their duties.

Last Night Dance Prep:

25. Help set-up for dinner (with cooks, dining hall, etc.).
 - c. Then, assist with the set up of the movie in the dining hall.
 - d. Check with directors when done with both.

After Camp:

1. Coordinate transportation of kitchen items with the lead cook & directors to storage.

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**Stanislaus County 4-H Summer Camp
Position Description - Dishwasher**

Immediate Supervisor:

Lead Cook & Dining Hall Assistant

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- Must be 14 years of age or older.
- You are required to possess first aid and CPR certification.

Duties:

Prior to Camp:

1. Coordinate transportation of kitchen items with the lead cook, directors & dining hall assistant.
2. Work with the dining hall assistant to plan and submit any plans for mealtime games at the April committee meeting.
3. Obtain authorization from directors/cook to obtain any additional needed supplies for the dining hall before purchase to stay within budget.

At Camp:

Set-Up Time (Pre-camper arrival):

1. Assists in the receiving of supplies, food and kitchen tools, including lifting and moving of heavy boxes prior to campers arriving at camp.
2. Work with directors & dishwashers to create the dishwasher rotation schedule.
 - a. In the event that there are extra dishwashers (more than 2), the directors and dining hall assistant can schedule meals where the dishwashers are excused from washing dishes to assist with camp programs and activities.
 - b. During these times, dishwashers will have a schedule (approved by dining hall and directors) that they are aware of which area they are going to and to chat with the staff of that respective area to assist.
3. Work with the dining hall assistant to conduct a "training session" for counselors & chaperones regarding the cleaning of dishes with the dishwashers before campers arrive.

Camper Arrival & Check-in

4. The dishwashers will assist with parking, unloading and traffic control as campers check in.
5. If check-in has slowed, they can be relieved by the directors to go and play games with campers.

Meal Times & Pre/Post Meal:

6. ***Check in 15 minutes prior to the next meal.***
 - a. Often some dishes can begin being washed before the meal has officially ended.
7. See that campers and counselors clean trays and tables properly after each meal.
8. Perform washing and sanitizing of dishes, silverware, glassware, immediately after every meal. Observe the proper use of all soaps, detergents, and other chemicals.
9. Return all dishes and equipment to the proper storage area.
10. Clean dishwashing area, stacking of milk crates and bread trays.
11. Perform related duties as assigned by the lead cook & dining hall assistant.
12. Check with the lead cook *AND* dining hall assistant before leaving the dining room

Morning Activities:

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13. Dishwashers will either be (a) finishing clean up from breakfast or (b) on a predetermined "off" meal where they can assist with other programmed activities.
 - c. If cleaning up from breakfast, normal meal operations as noted above.
 - d. If "off" from the meal, the dishwashers can go assist with another programmed activity after changing. It's encouraged that they check in with the staff area running the activity beforehand.

Siesta:

14. Clean dishes/dining hall following lunches.

Game Time:

15. After finishing cleaning dishes and the dining hall, the dishwashers can assist in the supervision and engagement with campers with games throughout this time.

Cabin Bonding:

16. During the first day campers arrive, the dishwashers will be asked to assist with cabin bonding activities.
17. During subsequent days, they will also be asked to assist by supervising cabins during said bonding time.

Free Time:

18. Dishwashers can assist in the supervision and engagement with campers with free time.
19. They should be sure to report to the dining hall for dinner set-up.

Evening Activities/Campfire:

20. Cooperate with the recreation directors to conduct evening activities & campfire.
21. They should not leave the dining hall unless (a) it has been cleaned and checked off or (b) they have received permission from the directors and been relieved of their duties.

Last Night Dance Prep:

22. Help set-up for dinner (with cooks, dining hall, etc.).
 - a. Then, assist with the setup of the movie in the dining hall.
 - b. Check with directors when done with both.

After Camp:

1. Coordinate transportation of kitchen items with the lead cook & dining hall assistant to storage.

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Stanislaus County 4-H Summer Camp Position Description - Hike

Immediate Supervisor:

Camp Directors

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- Must be 17 years of age or older.
- This position should have some knowledge of the Central Sierra Nevada environment (flora, fauna, history, geology, etc).
- You are required to possess first aid and CPR certification.

Duties:

Prior to Camp:

1. Coordinate transportation of hike items up to camp.
2. Study the available hike trails in the area and be familiar with flora, fauna, history, and geology for campers.
3. Obtain authorization from directors to obtain any additional needed supplies for hike before purchase to stay within budget.
4. Work to plan and submit plans of hike activities at the April committee meeting.
 - a. These should include maps.
5. Go up to the Pinecrest area no more than 6 weeks prior to camp to look at the condition of the trails and areas that campers will be going to use to ensure that they are safe.
 - a. This can be done in conjunction with Farm Bureau Camp Readiness Weekend.

At Camp:

Set-Up Time (Pre-camper arrival):

1. The day prior to campers arriving, go to the forest service and obtain a burn permit for the overnight hike.
2. Ensure that trails and activities are safe for campers through either (a) contact with forest service or (b) in person inspection.
3. Add any newly bought items to the necessary areas.
4. Check to ensure your inventory list is accurate.

Camper Arrival & Check-in

5. Hike staff with help with...
 - a. Unloading/walking campers to cabins when there is a shortage of counselors.
 - b. Recreation games (with campers)
 - c. If there is an alternate need, directors can ask for them to help as well.

All Hike Related Activities:

6. Organize and present programs to campers to explain the special features of the area in which the hikes take place.
7. Incorporate nature games or activities to teach campers about the wilderness. (i.e. environmentally knowledgeable)

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Stanislaus County 4-H Summer Camp Position Description - Hike

8. Responsible for maintaining first aid kits and making sure at least one goes out with every hike group. Kits are to be labeled and stored with the nurse supplies at the end of camp. Must have walkie-talkies and a usable cell phone on all hikes to communicate with the director and camp when needed.
9. Responsible for determining the correct pace for the age group of hikers with sufficient rest stops.
10. Responsible for sufficient supervision by counselors and chaperones for the campers on the hike.
11. Keep and post a schedule of "extra" hikes throughout camp for staff to be aware for themselves. (i.e. all day, half day, overnight hikes) Collect signup sheets to know the number of campers participating each day and ensure that at the end of the hike all campers have safely returned.

Morning Activities:

12. Lead cabins on a morning hike. This should entail a few of the following...
 - a. Nature Immersion (including learning about flora and fauna of the area)
 - b. Team Building Games/Activities
 - c. Interactive Nature Activities (to engage/excite about hands on experiences)
 - d. Activities that incorporate native Me-Wuk culture and activities
 - Recommended to reach out to Tuolumne Band of Me-Wuk Indians for expertise and ideas.
13. Campers are NOT allowed to be dismissed early. Be sure to adequately prepare and if need be, have additional activities/projects prepared.
 - a. Morning hike should arrive no SOONER than 10-15 minutes before lunch.

Siesta:

14. Clean dishes/dining hall following lunches.

Game Time:

15. Hike staff can assist in the supervision and engagement with campers with games throughout this time.

Cabin Bonding:

16. During the first day campers arrive, the hike staff will be asked to assist with cabin bonding activities.
17. During subsequent days, they will also be asked to assist by supervising cabins during said bonding time.
 - a. When the date of the all day hike is planned, staff on said hike will not be involved with cabin bonding.

Free Time:

18. Hike staff can assist in the supervision and engagement with campers with free time.
 - a. Should there be interest in an additional hike (such as a free time or ½ day option), hike staff can coordinate it with directors to run said program.

Evening Activities/Campfire:

19. Cooperate with the recreation directors to conduct evening activities & campfire.
20. Ensure that recreation staff understand that they will be gone for the Night Hike during certain times of campfire.

All Day Hike

21. Notify the cook the morning of (prior to breakfast) the all day hike about how many Campers, counselors, and chaperones will be on this hike so that the appropriate number of lunches can be made.
22. Coordinate after breakfast & before morning activity time with the nurse to go over any medical needs of anyone going on the all day hike.

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Stanislaus County 4-H Summer Camp Position Description - Hike

23. Provide a list of names of people going on the hike and their cabin to the directors.
24. Ensure that you are taking means to provide fresh water to those hiking.
25. Limit swimming only to places that are known to be safe and be sure adequate safety equipment and supervision(Lifeguard) is present before hikers are allowed to swim.

Night Hike

26. Make an announcement at flag lowering for those going to bring warm clothes, flashlight, bug spray etc. if going on the night hike.
27. Leave at a predetermined time during campfire that has been cleared by the directors.

Overnight Hike

28. Take & set-up the overnight hike area during game time/free time the day of the overnight hike. Be sure to clear the time with directors so they know your timeline and when you will be off site.
 - a. Tarps, Wood, Shovel, toilet paper, etc.
29. Notify the cook the after dinner the night of (prior to evening activities) the all overnight hike about how many campers, counselors, and chaperones will be on this hike so that the appropriate number of s'mores, snacks and hot chocolate can be provided.
30. Coordinate after dinner & before campfire with the nurse to go over any medical needs of anyone going on the all day hike.
31. Make an announcement at flag lowering for those going to bring a sleeping bag, warm clothes, flashlight, etc.
32. Leave at a predetermined time during campfire that has been cleared by the directors.
33. Provide a list of names of people going on the hike and their cabin to the directors.
34. Return back to camp before wake-up call at 7 AM. (Better to be back earlier than later)

Last Night Dance Prep:

35. Assist in timing the showers of counselors/campers after returning from the lake.
 - a. Then help set-up for dinner (with cooks, dining hall, etc.).
 - b. Then, assist with the setup of the movie in the dining hall.
 - c. Check with directors when done with both.

After Camp:

1. Coordinate transportation of hike items back to storage.
 - a. This includes taking detailed inventory & filling out the "Hike" Binder.

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Stanislaus County 4-H Summer Camp Position Description - Waterfront

Immediate Supervisor:

Camp Directors

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- Must be 18 years of age or older.
- The waterfront directors are responsible for activities associated with the successful operation of all aquatic programs. Because of the inherent and potential risks associated with this program area, highly organized and responsible persons are required for this position. The general public must be tactfully handled at all times to ensure continued parental and camper support of the camping program.
- The waterfront staff members must have a current lifeguard certificate.
- You are required to possess a first aid and CPR certification.

Duties:

Prior to Camp:

1. Coordinate transportation of waterfront equipment including canoes, paddles/oars, life jackets, paddleboard, etc.
2. Obtain authorization from directors to obtain any additional needed supplies for hike before purchase to stay within budget.
3. Ensure all paperwork (including lifeguarding certifications) are up to date and on file.

At Camp:

Set-Up Time (Pre-camper arrival):

1. Check the safety of and ensure that all waterfront equipment is in good working condition.
2. Setting up the Canoes in an off shore place that is approved per the US forest service.
 - a. Should be off the shore (using an anchor if need be).
3. Setting up the trailer with canoes/life jackets and double checking inventory.
4. Add any newly bought items to the necessary areas.
5. Check to ensure your inventory list is accurate.

Camper Arrival & Check-in

6. Waterfront staff will help with...
 - a. Nurse check-ins of medication and lice checks
 - b. Recreation games (with campers)
 - c. If there is an alternate need, directors can ask for them to help as well.

Prior to all Waterfront Activities

7. Check the waterfront daily for hazards and remove any glass or other potential hazards.
8. Responsible for knowing and enforcing waterfront rules and regulations and properly supervising all waterfront activities.
9. Waterfront is responsible for teaching campers and counselors about potential dangers involved in aquatic activities.
10. Responsible for maintaining a schedule and sign-out sheet for swimming, canoeing, and fishing.
 - a. A copy should be provided to the directors.

Early Mornings

6. Responsible for waking up campers for fishing programs. Appropriate staff, chaperone, director, or

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Stanislaus County 4-H Summer Camp Position Description - Waterfront

assistant director to help.

Morning Activities

7. Morning activities involve taking any campers who are 12+ years old canoeing. Age can be changed, but not without approval of directors. A list of who is going canoeing should be available at camp & with the waterfront group.

Cabin Bonding

8. Responsible for assisting directors with cabin bonding activities.

Siesta

9. Clean dishes/dining hall following lunches.

Game Time Activities

10. Assist in supervision of games with campers throughout camp.

Free Time Recreation:

11. Typically used as a time to take campers to the lake for swimming. If determined that there is enough interest and conditions are good. Fishing can be available as well, per discretion of waterfront & directors. A list of who is going should be available at camp & with the waterfront group.
12. Should conditions not fit taking campers to the lake, Assist in supervision of games with campers throughout camp.

Evening Activities/Campfire:

13. Cooperate with the recreation directors to conduct evening activities & campfire.

Last Night Dance Prep:

14. Take the waterfront group and any other approved people to load up the canoes.
 - a. Then help set-up for dinner (with cooks, dining hall, etc.).
 - b. Then, assist with the setup of the movie in the dining hall.
 - c. Check with directors when done with both.

After Camp:

1. Coordinate transportation of waterfront equipment including canoes, paddles/oars, life jackets, paddleboard, etc.
 - a. This includes taking detailed inventory & filling out the "Waterfront" Binder.

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Stanislaus County 4-H Summer Camp Position Description - Recreation

Immediate Supervisor:

Camp Directors

Requirements:

- Must meet general camp staff requirements and duties (see other page)
- The Lead Recreation Director(s) must be 18 years of age or older.
- Supporting Recreation positions must be 16 years of age or older.
- Will be responsible for planning well in advance of camp, programs for Morning Activity Sessions, Free Time Recreation, Campfire, and Vespers.
- You are required to possess first aid and CPR certification.

Duties:

Prior to Camp:

1. Coordinate transportation of recreation and campfire equipment to camp.
2. Work to plan and submit plans of recreational activities, songs and skits at the April committee meeting.
3. Update the master recreation binder/file with songs, skits, etc. It is the responsibility of recreation to update the songbook each year with new songs used at camp.
 - a. This would be when campfire song books would need to be printed as well.

At Camp:

Set-Up Time (Pre-camper arrival):

1. Take out all necessary equipment for recreation and costumes/props for campfire.
 - a. Move recreation equipment where needed (up by dining hall, Gibson, ball field, etc.) and set-up the campfire prop items near the campfire.
2. Add any newly bought items to the necessary areas.
3. Check to ensure your inventory list is accurate.

Camper Arrival & Check-in

4. Recreation staff will help by playing games with campers.

Morning Activities:

5. Responsible for planning an activity that will consist of a learning experience for campers, but will allow them to have some recreational fun.
6. Plan activities that will interest all campers and incorporate the whole camp/group.

Siesta

7. Clean dishes/dining hall following lunches.

Game Time Activities

8. Review cabin skits for campfire appropriateness. This is typically conducted at the campfire area.
 - a. If timing becomes an issue, break off into 2 rec groups to expedite the process.

Cabin Bonding

9. During the first day campers arrive, recreation staff will be asked to assist with cabin bonding activities.
10. During subsequent days, the cabin bonding time is when recreation staff will finalize their campfire plans for the evening.

Free Time Recreation:

11. At this time the campers are allowed to choose freely what they would like to do. Recreation staff will be available to run activities during this time. These can be physical education games, card games, etc., but recreation staff members should be out and about.
12. The recreation directors or designated counselor or chaperone is responsible to make sure all equipment is properly checked out and then in again.
13. The recreation directors may be called upon or can assign staff, chaperones, or counselors to organize baseball games, volleyball, or any other events that may involve groups of campers.

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Stanislaus County 4-H Summer Camp Position Description - Recreation

14. The recreation directors are responsible to make sure all equipment is being used properly and that campers know the rules of any games played.

Evening Activities:

15. Coordination with staff regarding evening activities in advance of each day.
 - a. If additional resources are needed from arts & crafts, hike, directors, etc., then those staff areas are notified in advance.
 - b. Similarly, if it is anticipated more or less time is needed for the activity, consultation with the directors will be conducted in advance.
 - c. Be aware that come staff, chaperones, counselors, etc. will be cleaning dinner and unavailable for the first portion of the night.
16. Make sure those assisting in the running of the activities are doing their part.
 - a. The more playing with the campers, the better!
17. Ensuring that the activities end in time for flag lowering.
 - a. The more time eaten out of flag lowering, the less time for campfire.

Campfire:

18. A good campfire program needs to flow smoothly in order to keep the campers attention, so have a good program and list of songs ready each night.
 - a. Go over the skit board with staff following evening activities but before getting dressed for campfire.
 - You may not get everyone together at once, so it is important to try and check off songs/skits with staff throughout the day.
19. Showcase good rapport with all those at camp by modeling good behavior, getting many people involved, and encouraging energetic singing and responses.

Vespers:

20. The recreation director is responsible for putting together a short program for each night of camp that can hold a meaningful part in helping the campers remember what the day held for them. (Poems, songs, stories)

Other Duties:

21. Seek out other summer camp recreation resources to benefit the camp program.

After Camp:

1. Coordinate transportation of recreation and campfire equipment to storage.
 - a. This includes taking detailed inventory & filling out the "Recreation" Binder.

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