



## **POSITION DESCRIPTION**

### **Camp Teen Staff Coordinator(s) UCCE 4-H /Youth Development**

#### **GENERAL DESCRIPTION**

The 4-H Camp Teen Staff Coordinator is responsible for training youth staff prior to camp, as well as advising them during camp. They must work cooperatively with University of California Cooperative Extension (UCCE) Staff, Camp Staff (youth and adult) and the Camp Steering Committee to plan and implement camp programs in accordance with University of California policies and core values of the 4-H Youth Development Program. The Camp Teen Staff Coordinator will abide by and enforce 4-H Summer Camp Code of Conduct to ensure the safety of campers and teen staff. He/She will serve as an advisor and facilitate teen staff and counselors to carry out the 4-H camping program as well as assist them with disciplinary measures for Code of Conduct infractions if needed.

#### **SPECIFIC SKILLS**

- At least 25 years of age
- At least one season of camp administration experience (e.g. session leader, workshop leader)
- Commitment to working with a diverse staff and camper population
- Ability to design, organize and implement counselor trainings
- Ability to remain positive, organized and flexible during camp
- Current CPR and first aid certifications
- Sense of humor and adventure a must
- Be responsible for the welfare of each individual and do all possible to solve problems during teen trainings and at camp
- To evaluate the program

#### **SPECIFIC RESPONSIBILITIES**

1. An appointed 4-H volunteer (includes; enrollment, background check & clearance and orientation)
2. A member of the Camp Steering Committee
3. Prior to camp, schedule and organize counselor trainings.
  - a. In cooperation with UCCE Staff plan 14 hours of counselor trainings, one to be held prior to camp
  - b. Evaluate and assist staff with setting objectives so they can meet their expectations





4. Participate in teen staff interviews and selection
5. Arrive at camp with teen staff, counselors and core staff. Leave camp only after all campers and youth staff.
6. Organize, attend and participate in morning teen staff meetings
7. Assist teen staff plan and execute the evening program, campfire program, and other committees.
8. Inform Executive Director of any camper or teen staff concerns.
9. Monitor teen staff to be sure they get enough rest, time off and that recreational opportunities are available to them.
10. Monitor safety and all procedures as they pertain to the complete supervision of all campers and staff.
11. Discuss with Executive Director the performance of all teen staff
12. After camp ends, assist in evaluating the camp operation with suggestions for next season
13. Work with Teen Ambassador to recruiting campers and teen staff.
14. Work with Teen Ambassador to schedule opening and closing-day procedures for staff and campers.

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

**REIMBURSEMENT/COMPENSATION**

1. Phone bill reimbursement for long distance calls pertaining to Camp Teen Staff Coordinator work (up to the maximum set by the Camp Steering Committee).
2. Postage reimbursement for mailings pertaining to Camp Teen Staff Coordinator 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 Camp Teen Staff Coordinator 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.



Mendocino Lake 4-H Camp  
Camp Teen Staff Coordinator(s)



**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 job description, and I am willing to volunteer and to serve in the capacity of the Teen Staff Coordinator of the Mendocino Lake 4-H Camp.

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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