

TEHAMA COUNTY

4-H CAMP

# Position Description Manual



## Tehama County 4-H Camp Archery Area Committee Position Description

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- Description:** The Archery Area Committee is responsible for planning an organized activity session and in-depth session archery program for campers. Activities should be appropriate for boys and girls, encourage sportsmanship and safe and fun for all.
- Reports to:** Archery Area Director, Archery Area Adult, Youth Directors, Camp Directors, 4-H Staff
- Qualifications:**
- Archery certification- *required by California 4-H Policy*
  - Knowledge of archery basics and safety
  - Willingness to participate in activities with campers
  - Ability to work as part of a team
  - Posses leadership abilities, responsibility skills, and self-esteem
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understands what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
- Responsibilities:**
- Before Camp:**
- Plan an organized session and in-depth session program
  - Inventory all equipment and supplies
  - Budget for and purchase the necessary equipment and supplies
  - Become archery certified (in not already)
- Responsibilities At Camp:**
- Provide clear "how to" instruction and safety rules of archery
  - Post area's safety rules in a visible location
  - Encourage campers to participate and respect the equipment
  - Inventory all equipment supplies before leaving camp
  - Maintain a clean work area
- Benefits:**
- Build life-long friendships
  - Leadership experience
  - Be a role model to campers
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# Tehama County 4-H Camp

## Area Director Position Description



**Description:** The Area Director works closely with area an adult to coordinate area activity programming, to oversee committee members, and to ensure the smooth planning and delivering of the area's program.

**Reports to:** Area Adult, Youth Directors, Camp Directors, 4-H Program Staff

**Qualifications:** Minimum:

- Passion for your area
- 1 year previous camp experience
- 1 year of leadership experience (Jr./Teen Leader, club officer, leadership conference attendance)

Preferred:

- 2 years prior camp experience as a teen staff member. One year being a staff member and one year as a committee member in your specific area.
- Availability to attend the all staff meetings and trainings, and the entire camp program
- Willingness to participate in activities with campers
- Ability to work as part of a team
- Posses leadership abilities, responsibility skills, and self-esteem
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Posses the strength and endurance required to maintain constant supervision of campers

**Responsibilities:**

**Before Camp:**

- Work with Committee and Adult to plan an organized session and in-depth session program
- Make sure all committee members have a role in the delivery of the session
- Work with Committee and Adult outside of scheduled meetings/work time to coordinate and finalize area activities
- Budget for and purchase the necessary equipment and supplies
- Inventory of all equipment and supplies
- Let Kitchen Assistants know if your area has any food needs

**Responsibilities**  
**At Camp:**

- Have area set up and ready to go before each activity session; clean and organize area immediately after each session
- Make sure committee members are doing assigned tasks and pulling their weight
- Report any issues with Committee Members or camper to

# Tehama County 4-H Camp Area Director Position Description



appropriate authority

- Provide clear instructions and assist campers with their projects
- Encourage campers to be proud of their work
- Make an ending inventory of supplies before leaving camp

## **Benefits:**

- Leadership experience
- Build life-long friendships
- Ability to contribute to the success of the 4-H Camp program
- Fun

# Tehama County 4-H Camp

## Cabin Leader Coordinator Position Description

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**Description:** The Cabin Leader Coordinator (1 male, 1 female) work closely with Camp Directors and 4-H Program Staff to oversee all cabin operations and to assist with daily camp activities at camp. Emphasis on fun and safety.

**Reports to:** Youth Directors, Camp Directors, 4-H Program Staff

**Qualifications:** Minimum:

- 1 year previous experience as a teen staff member and cabin leader
- Served in a prior leadership role (Jr./Teen Leader, club officer, attended a leadership conference, coordinated a large activity, etc.)

Preferred:

- 2 years prior camp experience as a teen staff member. One year being a staff member and one year in staff leadership role (Area Director, etc.)
- Availability to attend the all staff meetings and trainings, and the entire camp program
- Willingness to participate in activities with campers (i.e. bait line, clean fish)
- Ability to work as part of a team
- Posses leadership abilities, responsibility skills, and self-esteem
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Posses the strength and endurance required to maintain constant supervision of campers

**Responsibilities:  
Before Camp:**

- Develop positive, working relationships with all members of the camp teen and adult staff to endure a productive and positive camp program
- Plan and facilitate all staff trainings, meetings, and planning sessions with Teen Staff Leadership Team
- Empower Cabin Leaders to assume their responsibility
- Know all teen staff by name
- Coordinate publicity efforts to promote camp and to recruit new campers: 4-H club visits, news releases, tv/radio appearances
- Assign Cabin Leaders and counselors-in-training to cabins, combine cabins into teams
- Create name badges for staff and campers

## Tehama County 4-H Camp Cabin Leader Coordinator Position Description

- Know the Cabin Leader responsibilities. Train, assist, clarify responsibilities with Cabin Leaders as needed.
- Plan and coordinate first day games
- Make sure Cabin Leaders have made contact with their campers prior to camp

### **Responsibilities At Camp:**

- Responsible for Cabin Leaders, ensuring cabin safety, discipline, cabin chores, enforcing the Code of Conduct
- Ensure all Cabin Leaders are with their campers at all times
- Coordinate first day games
- Be in cabin area during entire cabin time doing cabin checks-supervising, assuring safety, and reporting infractions
- Do cabin checks every night, enforce lights out and being quiet
- Make sure all camp is up and at the flag pole every morning for flag ceremony

### **Benefits:**

- Leadership experience
- Build life-long friendships
- Ability to contribute to the success of the 4-H Camp program
- Fun

# Tehama County 4-H Camp

## Cabin Leader Position Description

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- Description:** The Cabin Leader serves as a “Big Brother/Sister” for a group of up to seven campers of a specific age between 8-12 years old.
- Reports to:** Cabin Coordinators, Youth Directors, Camp Directors, 4-H Staff
- Qualifications:**
- Ability to put others before yourself
  - Ability to work as part of a team
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understands what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
- Responsibilities:  
Before Camp:**
- Plan cabin time activities; “get to know you” games, cabin decorations, waiting in line activities, and cabin rules
  - Plan “get to know you” activities for the first day of camp
  - Help the Cabin Coordinators plan and organize one evening activity
  - Serve on one area committee. Plan and implement camp activities for that area.
  - Contact campers in your cabin prior to camp to answer their questions about camp and to get acquainted.
- Responsibilities  
At Camp:**
- Be a friend, providing a caring and safe environment for all campers.
  - Be in the cabin with your campers at the scheduled cabin time and lights out.
  - Decorate cabin with campers
  - Report any ill or absent campers to the Camp Directors and/or Nurse
  - Report any infractions of the Code of Conduct to the Camp Directors/Youth Directors.
  - Assist campers with the completion of daily assigned chores.
  - Plan a campfire skit with your assigned campers.
  - Maintain a clean cabin
  - Be with campers any time they are not in a scheduled group activity
- Benefits:**
- Build life-long friendships
  - Leadership experience
  - Be a role model to campers
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# Tehama County 4-H Camp

## Campfire Director Position Description



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- Description:** The Campfire Director works closely with area adult and committee to coordinate an engaging, entertaining, quality, and wholesome 1 ½ hour campfire program.
- Reports to:** Assigned area Adult, Youth Directors, Camp Directors, 4-H Program Staff
- Qualifications:**
- Minimum:
- Passion for running a fun and entertaining campfire program
  - Ability to speak clearly and effectively in front of a large group
  - 1 year previous camp experience
  - 1 year of leadership experience (Jr./Teen Leader, club officer, leadership conference attendance)
- Preferred:
- 2 years prior camp experience as a teen staff member. One year being a staff member and one year as a campfire committee member
  - Availability to attend the all staff meetings and trainings, and the entire camp program
  - Willingness to participate in activities with campers
  - Ability to work as part of a team
  - Posses leadership abilities, responsibility skills, and self-esteem
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understands what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
- Responsibilities:**
- Before Camp:**
- Plan a complete, engaging, entertaining, quality, and wholesome 1 ½ hour campfire program
  - Learn and understand what is expected of a campfire program (see Camp Directors)
  - Come up with NEW skit, song, and game ideas
  - Plan a stage theme and prepare decorations
  - Assure all props, lighting, audio/visual equipment are safe and in working area. Make sure it all gets up to camp
  - Work with teen staff to brainstorm cabin skit ideas so they can come to camp prepared for the skit
  - Let Kitchen Assistants know if your area has any food needs
  - Plan and facilitate all staff trainings, meetings, and planning sessions with Teen Staff Leadership Team



# Tehama County 4-H Camp

## Campfire Director Position Description



### Responsibilities

#### At Camp:

- Decorate stage
- Make sure all cabins have a group skit prepared
- Prepare campfire area
- Assure all props, lighting, audio/visual equipment are safe and in working area.
- Be enthusiastic and loud during the campfire program
- Make sure all campers have an equal opportunity to participate in campfire activities. Be fair when selecting participants.
- Inventory all equipment and supplies before leaving camp

#### Benefits:

- Leadership experience
- Build life-long friendships
- Ability to contribute to the success of the 4-H Camp program
- Fun

# Tehama County 4-H Camp

## Craft Area Committee Position Description



- Description:** The Craft Area Committee is responsible for planning an organized activity session and in-depth session craft program for campers. Activities should be appropriate for boys and girls, encourage good sportsmanship, and be safe and fun for all.
- Reports to:** Craft Area Director, Craft Area Adult, Youth Directors, Camp Directors, 4-H Staff
- Qualifications:**
- Knowledge and creativity in arts and crafts
  - Willingness to participate in activities with campers
  - Ability to work as part of a team
  - Posses leadership abilities, responsibility skills, and self-esteem
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understands what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
  - Experience teaching younger youth
- Responsibilities: Before Camp:**
- Plan an organized activity session and in-depth session program
  - Inventory current arts and crafts supplies
  - Budget for and purchase the necessary supplies
  - Increase knowledge of craft activities appropriate for a camp setting through internet research, interviews with art professionals, etc.
- Responsibilities At Camp:**
- Have craft area set up and ready to go before each activity session; clean and organize area immediately after each session
  - Make a sample of the craft project and post where campers can see
  - Provide clear instructions and assist campers with their craft projects. Post safety rules in a visible area
  - Encourage campers to be proud of their work
  - Make sure all crafts go home with campers
  - Make an ending inventory equipment and supplies before leaving camp
- Benefits:**
- Build life-long friendships
  - Leadership experience
  - Be a role model to campers

# Tehama County 4-H Camp

## Engineer Position Description

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- Description:** The Engineer (1 male, 1 female) maintains camp property and facilities through daily chores while at 4-H Camp.
- Reports to:** Youth Directors, Camp Directors, 4-H Staff, and Camp Tehama Caregiver
- Qualifications:**
- Ability to work as part of a team
  - Ability to lift 20+ lbs
  - Ability to begin and complete a task in a timely manner
  - Ability to lead a group in task completion
  - Good communication skills
  - Willingness to do “dirty work” (i.e. cleaning bathrooms, taking our trash, crawling under cabins)
  - Ability to work with minimal supervision and seek advice and assistance when needed
- Responsibilities:**
- Before Camp:**
- Make daily cabin chore assignment chart
  - Inventory cleaning supplies
  - Plan and facilitate all staff trainings, meetings, and planning sessions with Teen Staff Leadership Team
  - Work with camp staff to make sure they are meeting their area goals and deadlines
- Responsibilities At Camp:**
- Responsible for daily outside chores.
  - Ensure that all chores are completed in a timely manner.
  - Supervise the Cabin Leaders and their campers with their assigned chores.
  - Delegate daily chores as needed. The chores are as follows:
    - Clean restrooms twice daily.
    - Pick up trash, empty trash cans and replace plastic liners.
    - Prepare fire for campfire.
    - Water grounds, as needed for dust control.
    - Other duties, as requested.
  - Assist the Youth Directors, upon request.
  - Conduct daily Flag Ceremony (gather flags, etc.)
- Benefits:**
- Leadership experience
  - Serve as a role model to camp staff and campers
  - Build life-long friendships
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# Tehama County 4-H Camp

## Fishing Committee Position Description



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**Description:** The Fishing Area Committee is responsible for planning an organized activity session and in-depth session fishing program for campers. Activities should be appropriate for boys and girls, encourage sportsmanship and safe and fun for all.

**Reports to:** Fishing Area Director, Fishing Area Adult, Youth Directors, Camp Directors, 4-H Staff

**Qualifications:**

- Knowledge of fishing basics
- Willingness to participate in activities with campers (i.e. bait line, clean fish)
- Ability to work as part of a team
- Posses leadership abilities, responsibility skills, and self-esteem
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Posses the strength and endurance required to maintain constant supervision of campers

**Responsibilities:**

**Before Camp:**

- Plan an organized session and in-depth session program
- Budget for and purchase the necessary equipment and supplies
- Order fish and arrange for pick-up/drop-off
- Inventory of all equipment and supplies

**Responsibilities**

**At Camp:**

- Responsible for daily care of the fish pond, equipment, and supplies.
- Provide "how to" instruction and safety rules around water and of the sport.
- Post area's safety rules in a visible location
- Encourage campers to participate and respect the equipment.
- Provide a safe place to clean the fish. Clean all fishing areas daily.
- Make an ending inventory of all equipment and supplies before leaving camp
- Maintain a clean work area

**Benefits:**

- Build life-long friendships
- Leadership experience
- Be a role model to campers

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# Tehama County 4-H Camp

## Healthy Living Committee Position Description

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- Description:** The Healthy Living Committee is responsible for planning and delivering an organized activity session and in-depth session focused on a healthy living topic.
- Reports to:** Healthy Living Area Director and Healthy Living Area Adult, Youth Directors, Camp Directors, 4-H Staff
- Qualifications:**
- Desire to educate campers on how to live a healthy lifestyle
  - Ability to work as part of a team
  - Posses leadership abilities, responsibility skills, and self-esteem
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understand what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
  - Ability to work with minimal supervision and seek advice and assistance when needed
  - Ability to think outside- the- box on program ideas and delivery
- Responsibilities:**
- Before Camp:**
- Work with 4-H Staff to come up with a healthy living topic for camp
  - Select topic related activities to do at camp
  - Apply for a California 4-H Healthy Living Grant and write final report for grant
  - Budget for and purchase necessary equipment and supplies
- Responsibilities At Camp:**
- Work as a team to deliver daily sessions
  - Deliver an engaging and meaningful program session
  - Make ending inventory of all equipment and supplies before leaving camp
  - Maintain a clean work area
- Benefits:**
- Build life-long friendships
  - Leadership experience
  - Serve as a role model to campers
  - Grant writing experience
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# Tehama County 4-H Camp

## Kitchen Assistant Position Description

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**Description:** The Kitchen Assistant supervises Cabin Leaders and campers in the dining hall to ensure daily camp chores are completed and assists the Camp Cooks with meal prep and service as needed.

**Reports to:** Camp Cooks, Youth Directors, Youth Directors, 4-H Staff

**Qualifications:**

- Ability to work as part of a team
- Posses leadership abilities, responsibility skills, and self-esteem
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Knowledge of food safety practices and procedures

**Responsibilities:  
Before Camp:**

- Review menu and shopping list with cooks
- Come up with new and creative menu ideas
- Inventory kitchen supplies
- Communicate with all Area Directors to make sure any food supplies needed for their area gets purchased
- Seek donations for camp food

**Responsibilities  
At Camp:**

- Be on time for all meals
- Set up dining hall for all meals
- Assign: food servers, hand/nametag checkers, and drink monitors for each meal
- Supervise the clean up of dining hall
- Assist cooks with clean up in kitchen- dishes, floors
- Assist cooks with prep for next meal and snacks

**Benefits:**

- Leadership experience
- Experience giving direction
- Experience working with others
- Build life-long friendships

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# Tehama County 4-H Camp

## Nature Area Committee Position Description

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**Description:** The Nature Area Committee is responsible for planning an organized activity session and in-depth session nature-related program for campers. Activities should be appropriate for boys and girls, encourage good sportsmanship, and be safe and fun for all.

**Reports to:** Nature Area Director, Nature Area Adult, Youth Directors, Camp Directors, 4-H Staff

**Qualifications:**

- Knowledge and creativity in nature activities appropriate for a camp setting
- Willingness to participate in activities with campers
- Ability to work as part of a team
- Posses leadership abilities, responsibility skills, and self-esteem
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Posses the strength and endurance required to maintain constant supervision of campers

**Responsibilities:  
Before Camp:**

- Plan an organized activity session and in-depth session program
- Inventory current area supplies
- Budget for and purchase the necessary supplies
- Increase knowledge of nature activities appropriate for a camp setting through internet research, interviews with outdoor educators, park rangers, etc.

**Responsibilities  
At Camp:**

- Have area set up and ready to go before each activity session; clean and organize area immediately after each session
- Provide clear instructions and assist campers with their tasks
- Post area safety rules in a visible location
- Encourage campers to be proud of their work
- Make an ending inventory of equipment and supplies before leaving camp

**Benefits:**

- Build life-long friendships
- Leadership experience
- Be a role model to campers

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# Tehama County 4-H Camp

## Nurse's Assistant Position Description

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- Description:** Assist the Camp Nurse with his/her duties, as requested, at camp.
- Reports to:** Camp Nurse, Camp Directors, Youth Directors
- Qualifications:**
- Self motivation
  - CPR and Basic First Aid knowledge
  - Organization skills
  - Ability to work as a part of a team
  - Willingness to participate in activities with campers (i.e. bait line, clean fish)
  - Ability to work as part of a team
  - Posses leadership abilities, responsibility skills, and self-esteem
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understands what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
- Responsibilities:**
- Before Camp:**
- Inventory Medical Supply boxes; dispose of any expired medications and supplies, create a list of supplies to be purchased
  - Prepare Camp Medication book- make sure it has copies of medication sheets and injury log sheets
  - Prepare Ziplock bags for camper medications and ice packs
- Responsibilities At Camp:**
- Assist nurse with setting up, cleaning up, and maintaining the Nurse's Cabin
  - Help nurse find campers who need to take their daily medication
  - Be "on call" to assist with sick or injured campers
  - Maintain ready supply of ice packs
- Benefits:**
- Leadership experience
  - Learn basic medical practices and procedures
  - Build life-long friendships
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# Tehama County 4-H Camp

## Recreation Area Committee Position Description

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- Description:** The Recreation Area Committee is responsible for planning an organized activity session and all free time activities for campers. Activities should be appropriate for boys and girls, encourage sportsmanship and safe and fun for all.
- Reports to:** Recreation Area Director, Recreation Area Adult, Youth Directors, Camp Directors, 4-H Staff
- Qualifications:**
- Knowledge and creativity in recreation activities appropriate for a camp setting
  - Ability to work as part of a team
  - Willingness to participate in activities with campers
  - Posses leadership abilities, responsibility skills, and self-esteem
  - Maintain enthusiasm, sense of humor, patience, and self control
  - Display appropriate behavior and understands what it takes to be a positive role model
  - Posses the strength and endurance required to maintain constant supervision of campers
- Responsibilities:**
- Before Camp:**
- Plan an organized session and free time program
  - Inventory all equipment and supplies
  - Budget for and purchase the necessary equipment and supplies
  - Increase knowledge of recreation activities appropriate for a camp setting through internet research, interviews with PE teachers, afterschool program staff, etc.
- Responsibilities At Camp:**
- Provide clear "how to" instruction and safety rules for each activity
  - Post area's safety rules in a visible location
  - Encourage campers to participate fully and to respect the equipment
  - Inventory all equipment and supplies before leaving camp
  - Maintain a clean work area
- Benefits:**
- Build life-long friendships
  - Leadership experience
  - Be a role model to campers
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# Tehama County 4-H Camp

## Team Leader Position Description

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**Description:** The Team Leader is responsible for leading a group of campers through daily camp activity rotations.

**Reports to:** Youth Directors, Camp Directors, Adult Staff, and 4-H Staff

**Qualifications:**

- Ability to work as part of a team
- Willingness to put the needs of the campers and camp program over your own
- Ability to stay on task and schedule
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Posses the strength and endurance required to maintain constant supervision of campers

**Responsibilities:**  
**Before Camp:** None

**Responsibilities**  
**At Camp:**

- Be responsible for 2-3 cabins as a team.
- Lead teams to and from scheduled activities on time
- During scheduled activities, provide leadership to the team, cooperate, and participate in the activity planned.
- Be a positive role model by participating yourself, being enthusiastic and supportive of the area director/committee.
- Provide assistance to the area director/committee, upon request.
- Report any inappropriate camper behavior to the appropriate authority

**Benefits:**

- Counselor-in-training leadership experience
- Serve as a role model to younger campers
- Leadership experience
- Gain understanding of the role and requirements of a camp staff member

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# Tehama County 4-H Camp

## Youth Director Position Description



**Description:** The Youth Directors (1 male, 1 female) work closely with Camp Directors and 4-H Program Staff to plan, prepare, and oversee the entire 4-H Camp program. Program emphasis is on fun and safety.

**Reports to:** Camp Directors, 4-H Program Staff

**Qualifications:** Minimum:

- 1 year previous experience as a teen staff member
- 1 year previous experience as a member of the Teen Staff Leadership Team
- Served in a prior leadership role (Jr./Teen Leader, club officer, attended a leadership conference, coordinated a large activity, etc.)

Preferred:

- 2 years prior camp experience as a teen staff member. One year being on the Teen Staff Leadership Team and one year in another leadership role (Area Director, etc.)
- Availability to attend the all staff meetings and trainings, and the entire camp program
- Willingness to participate in activities with campers (i.e. bait line, clean fish)
- Ability to work as part of a team
- Posses leadership abilities, responsibility skills, and self-esteem
- Maintain enthusiasm, sense of humor, patience, and self control
- Display appropriate behavior and understands what it takes to be a positive role model
- Posses the strength and endurance required to maintain constant supervision of campers

**Responsibilities:  
Before Camp:**

- Develop positive, working relationships with all members of the camp teen and adult staff to ensure a productive and positive camp program
- Work with Leadership Team to plan and facilitate all staff trainings, meetings, and planning sessions
- Empower staff to assume their responsibilities
- Know all teen staff position responsibilities and be able to fill them if necessary
- Know all teen and adult staff by name
- Coordinate publicity efforts to promote camp and to recruit new campers: 4-H club visits, news releases, tv/radio appearances
- Know daily camp schedule by heart

# Tehama County 4-H Camp

## Youth Director Position Description



### **Responsibilities At Camp:**

- Take leadership role seriously enough to separate yourself from the general teen staff, but still maintain a positive working relationship
- Responsible for check-in and check-out process for campers
- Be a friend to campers
- Oversee daily camp operations, schedule, roll call, safety checks, fire drill, and curfew
- Oversee Teen Staff Leadership Team and assure their responsibilities are met. Provide them with assistance as needed.

### **Benefits:**

- Leadership experience
- Build life-long friendships
- Ability to contribute to the success of the 4-H Camp program
- Serve as a role model to peers and campers
- Fun
- Get to ring the bell ;)