

Program Coordinator Job Description

Camp Goal:

The goal of 4-H Camp Ohio is for all campers to grow in appreciation and knowledge of themselves, their relationship to other campers, staff and adults, and all life forms with which they share the natural environment.

Position Description:

This is a salaried yearly position to coordinate 4-H Camp Ohio programming. The Program Coordinator will be an employee of Agricultural Extension Camps Inc. known as 4-H Camp Ohio. The Program Coordinator's immediate supervisor will be the Executive Director. Work schedule will be determined in consultation with the Executive Director. The Program Coordinator will often be required to facilitate evening and/or weekend programming.

The Program Coordinator must work closely with the Executive Director in all matters, sharing with the Executive Director all plans and/or problems. The Program Coordinator must communicate regularly with the seasonal staff, county staff, board members, and the Executive Director through meetings, personal conferences, written communication and other means. The Program Coordinator moves about all areas of camp regularly and notes progress and needs.

Qualifications:

- An Associates Degree (or higher) in Youth Development, Parks & Recreation, or related field preferred.
- At least one season of camp program staff experience is desirable.
- Demonstrated ability to supervise and work cooperatively with seasonal staff, campers, volunteers, and other user groups.
- Demonstrated ability to plan, organize and conduct daily and special programs.
- Must be organized with strong verbal and written communication skills.
- Must be able to work effectively as part of a team.
- Demonstrated ability to teach in individual and group settings.
- Must demonstrate positive character, integrity, adaptability, and enthusiasm.
- Must be capable to lead nature hikes and classes through diverse terrain (i.e. hills, rocks, streams, etc.).
- Possess ability to work with diverse youth and adult populations.
- Must be able to work effectively with minimum of supervision.
- Must have a valid driver's license in order to drive to workshops and training events, and assist with camp-related errands.

Duties & Responsibilities:

- Coordinate the planning and teaching of all camp programs.
- Train and supervise all program staff.
- Provide educational workshops for the training of teachers, school camp counselors, and other non-Extension youth leaders.
- Serve as the liaison between program staff and user groups.
- Facilitate and/or delegate arrival and pre-camp check-in, orientation, coordinate schedules, checkout, and accommodate needs/concerns of clientele.
- Coordinate program needs for all groups, including scheduling staff, inventory of equipment, and maintain timely communications.
- Train, supervise, and provide feedback for program staff in program responsibilities including adventure activities, living history activities, nature activities, waterfront and store responsibilities.
- Identify work duties for staff during non-program periods.
- Oversee camp store operation: schedule staff store responsibilities, collect camp store money and inventory sheets daily, check figures against sales, stock store and pop machines, place orders and

handle merchandise as delivered. Work in collaboration with Food Service Manager for ordering food and beverages.

- Assist in formal and informal evaluation of all program staff.
Develop program opportunities, detailed program guides, equipment lists, and safety procedures in coordination with the program committee. Oversee ordering and inventory authorized supplies and equipment.
- Participate in professional development opportunities to keep informed of current trends in camping and environmental education.
- Will be required to receive training and teach all adventure and 4-H Shooting Sports programs (i.e. zipline, high ropes, shotgun, rifle, etc.)
- Document program participation and impact.
- Enforce policies and regulations for the safety and health of staff and clientele.
- Maintain records as requested by Executive Director, 4-H Camp Ohio Board of Trustees, ACA and others as implied or required by law.
- Actively pursue grants, gifts and contracts to fund programming efforts.
- Oversee the creation and distribution of 4-H Camp Ohio Newsletter and other camp publications.
- Assist 4-H Camp Ohio Marketing Committee in promotions and attracting new user groups.
- Assist 4-H Camp Ohio Program committee in the development of camp programs.
- Ensure that all programs are conducted in accordance with ACA guidelines.
- Perform other duties as assigned by the Executive Director.
- Maintain certifications necessary for related job responsibilities, i.e. adventure training, shooting sports, lifeguard, pesticide applicator (this can be in conjunction with other 4-H Camp Ohio employees.)