

2009
4-H Camp Kidwell
Summer Camp
Job Description

Staff Position: Archery Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must hold a current archery and/or riflery certification from a ACA recognized organization (Training can be arranged)

Job Description:

- Develop an archery/shooting sports curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize shooting sports area prior to camping season
- Teach other staff members proper procedures and expectations for helping with archery sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate archery/shooting sports program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Arts and Crafts Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have knowledge of and a variety of experiences with creating and presenting arts and crafts projects

Job Description:

- Develop an arts and crafts curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize arts and crafts facility prior to camping season
- Teach other staff members proper procedures and expectations for helping with arts and crafts sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate arts and crafts program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Assistant Director

Salary: Starting at \$300 per week with Potential of \$400 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 20 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have at least 2 years of camp related experience
- Must have at least one year of management related experience

Job Description:

- Provide overall supervision of campers and staff while reporting to camp director
- Assist Director in planning and implementing staff orientation
- Assist Camp Director organize, plan and set up over all summer programming schedule and activities
- Maintain the daily schedule during summer camp programs
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Observe and evaluation all staff members on a weekly basis
- Continually evaluate overall summer camping program and make suggestions for improvements
- Other duties to be assigned as needed

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Canoe Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must hold a current lifeguarding certification from an ACA recognized organization
- Must have knowledge of and experience working with and teaching canoeing and kayaking on a lake.

Job Description:

- Develop a boating curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize boating area and assist organize overall waterfront prior to camping season
- Assist waterfront director evaluate and teach other staff members required skills and procedures for operating the waterfront safely
- Teach other staff members proper procedures and expectation for helping with boating sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate waterfront/ boating program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Other duties may be assigned as required.

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Counselor

Salary: Starting at \$100 per week with potential of \$120 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 16 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have experience working with children

Job Description:

- Oversee the general behavior and activities of a small group of campers to ensure they have an enjoyable camping experience
- Assist with all camp activities and provide leadership and supervision during all programs and activities
- Assist other staff members organize all camp facilities during orientation
- Assist program staff members implement programs and activities during daily sessions
- Assist program staff members implement their programs and activities during daily sessions
- Foster a positive attitude and atmosphere among the campers
- Help your camper group develop goals and expectations for their camping experience
- Participate in all cabin group activities
- Assist program staff member in maintaining, running, and cleaning up program areas
- Report any incidents and concerns to the head counselor
- Continually evaluate the overall camping program and make suggestions for improvements
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Day Camp Assistant

Salary: Starting at \$100 per week with potential of \$120 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 16 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have experience working with children

Job Description:

- Assistant day camp instructor in developing a curriculum of fun and exciting while educational activities for children 4 to 7 years of age
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Assist day camp instructor organize day camp area prior to camping season
- Greet children when they arrive each morning of the program
- Assist day camp instructor implement program and activities
- Foster a positive attitude and among campers
- Participate in all day camp activities
- Report any incidents and concerns to the camp director
- Assist program staff member in maintaining, running, and cleaning up program areas
- Continually evaluate the day camp program and make suggestions for improvements
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Day Camp Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have experience with young children

Job Description:

- Develop a curriculum of fun, exciting and educational activities for children 4 to 7 years old
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize day camp area prior to camping season
- Greet children when they arrive each morning of the program
- Teach other staff members proper procedures and expectations for helping with day camp sessions /activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate the day camp program and make suggestions for improvements
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Drama Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have experience and knowledge of performing arts, theatre and drama programs and activities

Job Description:

- Develop a drama curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize drama cabin prior to camping season
- Teach other staff members proper procedures and expectations for helping with drama sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate drama program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Head Cook

Salary: Starting at \$300 per week with potential of \$400 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 21 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have experience preparing and serving meals for large groups
- Must have current Safeserv Certification

Job Description:

- Plan three nutritionally balanced meals and snack for all staff and campers (Monday thru Friday)
- Order all needed supplies for weekly menus (work with director for this)
- Organize and maintain order of camp pantry, refrigeration and freezer space
- Teach other staff members proper procedures and expectations of the kitchen and dining area
- Prepare, serve, and clean up daily meals
- Ensure safe and sanitary operations in the kitchen
- Work with director to meet all federal, state, local, and ACA safety and health requirements
- Record all quantities, types, and preparation methods for food served
- Continually evaluate kitchen program and make suggestions for improvements
- Lead Friday clean up of kitchen
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Health Officer

Salary: Starting at \$300 per week with potential of \$400 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 21 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must be licensed physician, registered nurse or EMT
- Must be able to create, update, and monitor health care records

Job Description:

- Implement and oversee all medical related activities during summer camping program
- Organize and maintain staff and camper records, medicine inventory, and total health office area
- Organize and lead camper and staff check-in and check-out process
- Receive, prepare and dispense all camper and staff medication
- Provide first aid and emergency care for all campers and staff as needed
- Accompany injured campers or staff members to hospital
- Keep separate daily logs of all health occurrences of staff and campers
- Keep records of all accidents and sickness as prescribed by federal, state, local, and ACA standards or laws
- Provide daily camper health update to all staff
- Inventory all first aid supplies and reorder(through director) as required
- Administer physician's orders
- Conduct daily health checks, cabin and safety inspections
- Be responsible for safe handling of bodily fluids, disposal of contaminated supplies, cleanup and sanitizing of equipment and facilities
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Horseback Riding Instructor

Salary: Starting at \$300 per week with potential of \$400 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must be certified in a ACA recognized horseback riding program
- Must have knowledge of and experience working with and teaching horseback riding related activities

Job Description:

- Develop an horseback riding curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize horseback riding area prior to camping season
- Teach other staff members proper procedures and expectations for helping with horseback riding activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate horseback riding program and make suggestions for improvements
- Maintain all care of horses(through director) including feed, water, vet., ferrier, etc.
- Be available for non-camper and/or weekend guest
- Work closely with A.C.C.E. program
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Horseback Riding Assistant

Salary: starting at \$100 per week with potential of \$120 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 16 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have experience working with horses and implementing horseback related activities

Job Description:

- Assist horseback riding instructor in developing an horseback riding curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Assist organize horseback riding area prior to camping season
- Assist horseback riding instructor teach other staff members proper procedures and expectations for helping with horseback riding activities
- Assist horseback riding instructor implement program and activities
- Foster a positive attitude and atmosphere among the campers
- Participate in all horseback riding activities
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate the over all camp program and make suggestions for improvements
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Life Guard and swim assistant

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must hold a current lifeguarding certification from an ACA recognized organization
- Must have knowledge of and experience working with and teaching swim lessons and other water related activities

Job Description:

- Develop a swimming/aquatic curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Assist organize waterfront/boating area prior to camping season
- Assist waterfront director evaluate and teach other staff members required skills and procedures for operating the waterfront safely
- Teach other staff members proper procedures and expectations for helping with swimming sessions /activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate waterfront/ boating program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Report any incidents and concerns to the water front director
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Nature Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must have knowledge of and a variety of experiences with environmental education, outdoor living or related

Job Description:

- Develop an outdoor education curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize nature cabin and related areas prior to camping season
- Teach other staff members proper procedures and expectations for helping with nature sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate nature program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Sports and Recreation Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Have knowledge of and a variety of experiences with sports, games, and other recreational activities

Job Description:

- Develop a sports/recreational activity curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize sports and recreation facilities prior to camping season
- Teach other staff members proper procedures and expectations for helping with sports/recreation sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate sports/recreation program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Other duties may be assigned as required

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Team Building Instructor

Salary: Starting at \$200 per week with potential of \$300 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must be certified in low rope, climbing tower, high rope, and adventure ropescourses facilitation. (This training will be done at a time arranged by camp director)
- Must have knowledge of and experience in the adventure industry

Job Description:

- Develop a team building curriculum to provide campers with a fun and exciting, yet educational experience
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Organize team building areas prior to camping season
- Teach other staff members proper procedures and expectations for helping with team building sessions/activities
- Implement program and activities for campers and provide leadership for assistants during daily sessions
- Keep daily records of all inspections, uses, participants, and incidents for equipment and facilities
- Report any incidents and concerns to the camp director
- Keep all activities, equipment and facilities clean, sanitized, safe and in working order
- Continually evaluate team building program and make suggestions for improvements
- Maintain equipment and supply inventory and provide program needs report to director
- Be available for non-camper and/or weekend guest
- Other duties may be assigned as necessary

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Waterfront Director

Salary: Starting at \$300 per week with potential of \$400 per week

General Requirements:

- Must have desire to work with children
- Must work well with others
- Must attend and participate in camp staff orientation
- Must be willing to participate in all camp activities
- Must participate in weekly set up and clean up
- Must complete all staff forms and agreements, provide current health information and any related info
- Must have current certification in CPR and first aid with blood borne pathogens training
- Live in status during summer program preferred

Specific Requirements:

- Must be at least 18 years of age
- Must be a great role model and example for all campers, staff members and camp guests
- Must hold a current lifeguarding certification from an ACA recognized organization
- Must have at least one year of related experience

Job Description:

- Oversee and assist in the development of the swimming/aquatic/boating curriculum
- Assist with other camp activities and provide leadership and supervision during all programs and activities
- Lead organization of waterfront/boating area prior to camping season
- Evaluate and teach other staff members required skills and procedures for operationg the waterfront safely
- Oversee the impl=ementation of all waterfront related programs and activities
- Observe all waterfront staff members and provide guidance and direction to maintain a high level of safety
- Report any incidents and concerns to the camp director
- Continually evaluate waterfront programs and make suggestions for improvements
- Other duties maybe assigned as required
-