

4-H Camp Kidwell

Summer 2018

Where fun Happens

Job Descriptions

This packet includes job descriptions for 4-H Camp Kidwell summer camp staff positions. Each position requires duties specific to that area of camp. Additionally each a staff member has general responsibilities which help ensure the camp program and atmosphere run smoothly. The job descriptions below detail specific duties for each position, and examples of general responsibility duties are, but not limited to:

General Staff Responsibilities and Expectations

- To connect with each camper, help them feel welcome and included.
- To participate 100% in activities, enjoy playing and not “sit on the sidelines.”
- To model the values and mission statement of 4-H Camp Kidwell with campers, parents, and other staff.
- To recognize troublesome situations and effectively resolve them based on camp values and procedures.
- To seek out and use camp resources, to create meaningful experiences for campers.
- To work proactively with individuals and groups each day showing spontaneity & creativity.
- To balance camp standards and expectations with flexibility to create a safe environment while seizing opportunities to create unique experiences.
- To manage stress and use positive techniques for reducing stress. To respond quickly and effectively to situations, including emergencies.

Staff Positions

Click on a position to see the specific job description

Administrative Staff

[Assistant Director](#)
[Head Cook](#)
[Health Officer](#)

Counselors and Program Assistants

[Counselor](#)
[Day Camp Assistant](#)
[Horseback Riding Assistant](#)

CIT

[CIT \(Counselor in Training\)](#)

Program Staff

[Archery Instructor](#)
[Arts and Crafts Instructor](#)
[Canoe Instructor](#)
[Day Camp Instructor](#)
[Drama Instructor](#)
[Horseback Riding Instructor](#)
[Lifeguard](#)
[Recreation Instructor \(sports and games\)](#)
[Team Building \(ropes and climbing tower\)](#)

www.campkidwell.org

Please don't hesitate to ask questions if you have them. You can call us at 269-521-3559 or email us at campkidwell@btc-bci.com. We are happy to help!

4-H Camp Kidwell Summer Camp Job Description

Staff Position: Archery Instructor

Salary: Starting at \$225 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Arts and Crafts Instructor

Salary: Starting at \$225 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Assistant Director

Salary: Starting at \$325 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Canoe Instructor

Salary: Starting at \$225 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.

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: CIT (Counselor in Training)

Salary: Volunteer

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 stay at camp during weeks volunteering

Must volunteer at least 2 weeks in addition to attending staff orientation

Specific Requirements:

Must be at least 14 years of age

Must be willing to work in the kitchen

Must be a great role model and example for all campers, staff members and camp guests

Job Description:

Work at least 2 of 3 meals in the kitchen

Help prepare and set up the meals; setting the tables, putting out food and assisting the cook

Work as a team to clean up after the meal, washing dishes, sweeping and mopping

Assist Counselors and Program staff during assigned activities

Assist Counselors in the cabin and during meals

Be a good role model to campers

You may be chosen to help with Day Camp; help assist the Day Camp Instructor, helping Day Campers during activities and meals

You may be chosen to help at Horse Back riding; assist the Horse Back Riding Instructor, cleaning up after horses, leading horses, and assisting campers.

Other duties may be assigned as required

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Counselor

Salary: Starting at \$125 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Day Camp Assistant

Salary: Starting at \$125 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Day Camp Instructor

Salary: Starting at \$225 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Drama Instructor

Salary: Starting at \$225 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Head Cook

Salary: Starting at \$350 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
- Help train, oversee and evaluation CIT's(Counselors in training)
- 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Health Officer

Salary: Starting at \$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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Horseback Riding Instructor

Salary: Starting at \$250 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Horseback Riding Assistant

Salary: starting at \$125 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Life Guard and swim assistant

Salary: Starting at \$250 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
- Assistan 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Sports and Recreation Instructor

Salary: Starting at \$225 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

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4-H Camp Kidwell Summer Camp Job Description

Staff Position: Team Building Instructor

Salary: Starting at \$225 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

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