***Youth Director Position*: *4-H Camp Youth Directors attend camp free of charge***

**Number of Staff members**: 2 – 4

**Qualifications:**Previous leadership at camp and 16 years or above

**Responsibilities:**

Work closely with adult camp directors in the processes of planning and running 4-H camp.

Attend all planning meetings with the adult camp directors.

Evaluate applications for staff and family heads w/ adult directors. Slate youth staff applicants into positions they will perform best in.

Deal with administrative duties (registration, budget, etc.).

Organize and lead monthly staff meetings. Assist in training of youth staff.

Work with staff to make sure they understand their responsibilities, role at camp and rules

Make sure staff members are keeping up to date in planning their activities

Give articles to Timely Topics editor to promote camp and encourage applying

Lead family head training workshops

Help arrange and/or recruit chaperones, cooks and nurses.

Work with adult director in leading chaperone meeting

Plan schedule for camp with consideration of adult directors, staff and chaperones in charge of specific areas – such as crafts, shooting sports, archery, wood working, meals and clover day.

Make arrangements for name tags, T-shirts, camp photo

Visit camp to see status of facilities

Coordinate collection and organize receipt of camp applications and money

Assign campers into families

Prepare and send out camp applications and camper information packets 3 weeks in advance.

Arrange for transportation of camp supplies and staff to load from “Steve.”

**During Camp:**

1. Leads nightly staff and daily family head meetings

2. Organizes and leads opening ceremony

3. Inform campers of all camp rules

4. Make sure activities are running smoothly –assist staff as needed

5. Resolves conflicts as they occur

6. Be a role model for staff and campers

7. Prepare written evaluation to be done by families as a group and by staff/family heads, chaperones, nurse, cook, directors individually

8. One director should check campers in at registration and other should stay at camp to supervise staff helping the campers set-up

9. Lead the youth staff in making 4-H camp a memorable, positive and learning experience for all in attendance. This includes campers, staff and chaperones.

**After Camp:**

1. Make sure camp is cleaned up and returned to the condition we found it, or better.

2. Plan and lead staff wrap -up meeting/post camp party to evaluate camp as a whole/go over evaluations

3. Gather all information for file and evaluate camp.

4. Make sure all equipment is stored properly, for next year. Note damaged or lost equipment.

5. Meet with adult directors to evaluate and improve camp manual, applications, and other materials.

6. Help to suggest next year's youth directors.

7. Arrange for supplies to be stored in the “Steve” locker at the fairgrounds.