



## Santa Clara County 4-H Camp Staff – Job Descriptions

**Overview** – As a Camp Staff member, you help guide all camp attendees through the camp experience, and make Camp safe, fun and welcoming for all attendees. During Camp you will be a role model for all other campers, participate in all Family activities, follow and enforce the rules, and take on extra responsibilities as requested by the Director Team.

**General Information** – Attend Camp Staff meetings to plan all aspects of Camp. Work with your team to create a schedule and budget, present the information to the rest of the Camp, and get approval for purchases. Purchase all needed items for Camp. Partner with adult members of your team where needed.

**Specific Description** – All Camp Staff roles have a specific task and function. Each and every task is important. Each and every task interacts with Campers and Chaperones to make Camp the best it can be for all attendees. Staff members must attend all the Camp Staff Meetings to plan activities and make decisions about how Camp will run. In addition, we will discuss how to resolve potential conflicts and other problems like homesick Campers. Camp Staff members are expected to be a good example of the 4-H Code of Conduct and 4-H Dress Code for all attendees. Camp Staff are required to arrive at Camp one day before the Campers get there to set up Camp and stay one day later to break down Camp.

### Tips

- -Review the specific responsibilities for your position before, during, and after Camp.
- -Submit written or oral progress reports at staff meetings (as requested)
- -Teach and inform the rest of the Staff about your activities and what help is needed. This may include Campfire songs, reporter activities, Recreation plans, etc.
- -Ask for examples of previous work, where available. This may include song sheets, Camp Annuals, menus, etc.
- -Infuse your position with aspects of the Camp theme whenever possible.
- -Ask about the resources and supplies available in Steve that might help you in planning and budgeting.
- -Partner with the Director Team and chaperons where possible to make Camp the best it can be.

If you have any questions, email the Director Team at [scc4hcamp2018@gmail.com](mailto:scc4hcamp2018@gmail.com) or call or text Jen Graybeal at 408-420-9546.

# Job Descriptions

Archery Jr/Teen Leader  
Arts and Crafts Team  
Campers' Choice Coordinator  
Campfire Team  
Clover Camp Leader  
Cooking Jr/Teen Leader  
Family Head  
Fire Safety Coordinator  
First Aid Team  
Hiking and Nature Coordinator  
Photographer  
Recreation Team  
Reporter Team  
Shooting Sports Jr/Teen Leader  
Special Ambassador  
Volleyball Tournament Coordinator  
Woodworking Jr/Teen Leader  
Youth Director

## Archery Jr/Teen Leader

**General Purpose** – To introduce archery to camp attendees in a safe and informative manner.

**Number of Positions** – 2-3

**Specific Description** – Set up and operate the archery range for camp attendees. Discuss the budget for themed targets or consider making them. Help campers with the equipment and basics of using a bow and arrow. Teach the range commands and safety procedures. Help take down the range after camp and pack away all equipment.

**Tips for a Great Camp** –

- Practice shooting before Camp.
- Learn the Range commands.
- Use common sense – safety is the number one job!
- Don't be afraid to step in or correct someone that is not following the rules.
- Be loud, shout commands – safety depends on everyone knowing exactly what is happening.

**Before Camp:**

1. Work with the Archery adult leader to outline the safety training, activities
2. Schedule the activities
3. Work with activity leaders to arrange for purchasing and transportation of supplies as necessary
4. Attend all staff meetings

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Explain the range commands and other rules to everyone that comes to the range
4. Supervise everyone on the range and make sure they are following all procedures
5. Help evaluate score sheets for medals
6. Help prepare awards
7. Hand out awards at closing ceremony

**After Camp:**

1. Clean up camp
2. Clean up the range
3. Evaluate camp

## Arts and Crafts Team

**General Purpose** – To plan daily Arts and Crafts for camp attendees to complete every day at Camp. Help campers complete the crafts. Organize, run and clean up the craft shack.

**Number of Staff Members** – 5+

**Specific Description** – Plan daily crafts projects that include a combination of traditional camp crafts (like lanyards and tie dye) and some theme specific crafts. Create a list of all supplies you will need along with a budget to purchase those supplies. Inventory the supplies in 'Steve' and appropriate all the resources needed at Camp to do all the Arts and Crafts planned. Practice making all the crafts so you can teach campers how to complete crafts at camp. Supervise the buddy gift program handing out all buddy gifts at campfire.

**Tips for a great camp**

- Work closely with the adult volunteer in charge of Arts and Crafts to make sure the crafts are planned out.
- Work as a team to create a schedule for who will be working at the craft shack during Camper's Choice and Free Time.
- Learn to start and end a lanyard. (More than just a 2 string!)
- Have a positive attitude.
- Make people smile.
- Take breaks when you need them.
- Clean up as you go.
- Be enthusiastic!

**Before Camp:**

1. Inventory craft boxes. Make arrangements for transporting craft boxes to and from camp.
2. Plan a number of small on-going craft projects and activities (warm fuzzies, lanyards, etc.)
3. Plan a couple of larger one-time projects and activities (tie-dye, tee-shirt painting, candles, etc.)
4. List and purchase needed supplies
5. Teach family heads/staff how to do certain activities if necessary
6. Inform family heads/staff what projects/activities will be available, any rules or other information that needs told to campers
7. Make sample craft projects to show campers what they can make
8. Inform directors of any special things campers should bring eg: shirts for tie-dye etc. (put in camper packet)

**During Camp:**

1. Announce any special projects for the day at flag raising
2. Inform staff of schedule at nightly staff meetings and daily family head meetings
3. Set-up crafts area
4. Supervise area clean-up after each scheduled craft time
5. Assist members in making projects
6. Keep crafts area clean
7. Attend nightly staff meetings
8. Be a role model for campers

**After Camp:**

1. Organize, inventory, clean-up craft area/boxes
2. Put a list of supplies in storage box and one in file
3. Arrange for permanent storage of the boxes
4. Clean-up camp
5. Evaluate camp

## **Camper's Choice Coordinator**

**Overview** – Plan fun activities during Camper's Choice.

**Number of positions** – 1-2

**General Purpose** – Work with adults and staff members to offer multiple activities during Camper's Choice. Create the schedule and make announcements during meals about what will be offered.

**Specific Description** – Create a schedule of activities that will be offered during the two Camper's Choice Sessions each day of camp. Coordinate with the Arts and crafts, Archery, Volleyball, Hiking and Nature, and Shooting Sports teams so you know what is available. Approach (in person or by phone) the adult chaperons and staff members to plan additional activities. These might be part of the camp theme or just be something fun. Ideas include rocket building and launching, Frisbee golf, burping contest,

foosball tournament, and other activities. Check with the people leading the activities to see if they will purchase supplies or expect you to do that. All purchases must be approved by the Directors so plan ahead.

**Tips for a Great Camp:**

- Start making a list immediately of things that would be fun to do.
- Talk to all the staff members and adults about ideas.
- Be organized.
- Research ideas online or in books.
- Don't wait for the last minute!

**Before Camp:**

1. Contact staff, chaperones, campers, other members 7th grade and above who have been to camp to see if they are interested in leading an activity. Publish T.T. article asking for campers' choice activities.
2. Schedule the activities
3. Work with activity leaders to organize activities and arrange for purchasing and transportation of supplies as necessary
4. Attend all staff meetings
5. Determine if campers will sign up for activities (On camp applications? On camp "welcome" form?)
6. Work with activity leaders to determine if there are age, time, or number of participant restrictions

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Explain camper's choice rules at opening ceremony
4. Announce daily camper's choice activities
5. Supervise daily activities
6. Work with activity leaders

**After Camp:**

1. Clean-up camp
2. Note which activities were popular and which didn't work well.
3. Evaluate camp

## **Campfire Team**

**General Purpose** – To entertain at the end of everyday all camp attendees at campfire in a 4-H approved manner.

**Number of positions** – 3-5

**Specific Description** – Plan the skits and activities for Campfire each night (roughly 2 hours long), plus the Clover Campfire held on Clover Day. Inventory the costumes and resources in 'Steve' then make a list of what else is needed. Lead 4-H songs and perform routines so 4-H fun and tradition can be carried on to the next group of 4-H youth at camp. Work with other staff members to make time for Buddy Gift distribution, Director Awards, Announcements, Marriages, eHugs, and more.

**Traditional Skits include (but are not limited to):**

- Rules skits (first night)
- Potty Fairy
- Oooga Booga
- Family Skits
- Camp Idol
- Etc.

**Tips for a great camp:**

- Make sure Campfire is entertaining.
- Make memories.
- Continue traditions and even create new ones.
- Have to have great improvisation and public speaking skills.
- Plan multiple schedules that are flexible.
- Accept and embrace changes to the schedule.
- Rehearsing is needed.
- Everyone must pull their own weight and do their part.

**Before Camp:**

1. Make song sheets
2. Learn and teach songs to staff/family heads (give them sheets)
3. Plan songs for flag raising and lowering
4. Make up games for lost name tags, etc.
5. Plan nightly activities for campfire—plan for approx. 3 hr.
6. Make outline of activities for each night
7. Purchase supplies if needed
8. Rehearse campfire
9. Work w/ other staff (reporter, recreation, etc.) that need time at campfire
10. Plan activities for families to earn spirit points

**During Camp:**

1. Attend nightly staff meetings
2. Be ready to call flag raising and lowering each day
3. Make wake up call each morning
4. Start "Suzy and Stanley" each morning
5. Inform families when skits will be done at opening ceremony
6. At first campfire go over campfire rules (no flashlights on, dress warmly, bring flashlights, etc.)
7. Be a role model for campers
8. Attend nightly staff meetings
9. Keep tally of family spirit points

**After Camp:**

1. Clean-up and organize materials
2. Give one copy of schedule of activities and songs to director for file
3. Clean-up camp
4. Evaluate camp

**Clover Camp Leader**

**General Purpose** – Prepare a day of fun for the littlest of 4-Hers, the Clovers.

**Number of Positions** – 1-3

**Specific Description** – By default, you are an Arts and Crafts Staff member and on Clover day you lead the Clovers on a magical tour thru camp that includes t-shirts, name tags, lunch, completing a craft specially designed for them and the discovery of the Carmelotta kingdom.

Before camp make sure you get the list of Clovers. Make their name tags and goody bags. Plan simple games, including learning their names, plan their craft activities. Make a detailed schedule and check in with each station to make sure they are ready for you. Work with the Campfire team to decide what will happen during the Clover Campfire, decide what songs will be included.

During camp, assign the clovers to families, and gather their gifts together. Check in with the stations the day before Clover Camp to make sure everyone knows what is happening.

On Clover Camp day, welcome the Clovers and give them their gifts. Introduce yourself, and learn everyone's name, including the adults. Play ice breakers. Follow your schedule but be flexible in case something changes. Have extra games or songs planned in case there's down time or the kids are not having fun.

Tips for a Great Camp:

- Count your Clovers all the time!
- Some kids will not have the dexterity for lanyards, so offer another option.
- Teach them any songs that will be sung at Campfire.
- Make plenty of Carmelottas, count them before hiding.
- Plan for bathroom breaks.
- Pick locations for photos.
- Be patient, kind, and enthusiastic!

**Before Camp:**

1. Plan out the Clover Camp Day
2. Check in with other staff members to make sure they understand their role in Clover Day
3. Check in with staff to schedule Clover time at different stations
4. Work with Arts and Crafts Team to plan a big memorable craft project that aligns with the camp theme

5. Make lanyards for the Clovers

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Take photos of activities throughout camp
4. Meet and talk with the parent chaperones throughout the day
5. Run Clover Day, making sure the kids have fun and stay safe

**After Camp:**

1. Clean-up camp
2. Evaluate camp

## **Cooking Jr/Teen Leader**

**General Purpose** –Help the Camp Kitchen Volunteers to prepare and serve breakfast, lunch and dinner each day in a clean and safe manner for all camp attendees to enjoy and be nourished.

**Number of Positions** – 2-4

**Specific Description** – When planning for camp, work with the adult kitchen volunteers to suggest items that fit the theme. Follow directions from the kitchen volunteers to ensure you are safe in the kitchen and the food is ready on time. Work with adult cooks, prepare menu, calculate proportions, purchase food and cooking supplies, prepare and serve meals each day at camp (approx. 170 people).

**Tips for a great camp:**

- Ask your parents or an adult to help you learn to use a kitchen knife.
- Be helpful.
- Follow directions.
- Be an early riser.

**Before Camp:** (all to be done with Adult Cooks)

1. Inventory cooking supplies
2. Prepare menu—have staff/family heads give input ( at least 2 months before camp)
3. Calculate amount of food needed
4. Work with camp and/or directors to coordinate milk and ice cream purchasing and refrigerator use
5. Check to see "cook shack" is in working order
6. Explain K.P., runners, and family table clean-up at staff meeting
7. Attend all staff meetings
8. Purchase food and cooking supplies
9. Arrange for transportation of supplies and food to and from camp

**During Camp:** (all to be done with Adult Cooks)

1. Prepare breakfast, lunch, dinner, and snacks
2. Keep kitchen organized and clean
3. Give K.P. directions
4. Take lead and responsibility in the kitchen as appropriate
5. Participate in family activities during free time
6. Attends nightly staff meetings
7. Be a role model for campers

**After Camp:** (all to be done with Adult Cooks)

1. Clean up "cook shack", inventory supplies (one copy in box, one in file)
2. Evaluate meals, menu, etc. with Adult Cooks
3. Give one copy of menu, recipes, and proportions, etc. to director for file
4. Make sure all extra food and supplies are transported from camp and stored as necessary

## Family Head

**Overview** – Create a cohesive family and a fun environment for all members.

**Number of Positions** – 2 per family

**Extra Qualifications** – This role carries a lot of responsibility and therefore it is usually not given to first year staff members.

**General Purpose** – To give older and younger camp attendees a group to belong to and have fun together.

**Specific Description** – Each family has two Family Heads. You and your Co-Family Head will be responsible to get your family to and from events, do KP and BP together, create a family skit and sit together during meals. Work together with your Co-Family Head to make sure no one in their family is left out, be positive and helpful to everyone in your family.

Before Camp, you will need to select your family name, make name tags, plan ice breakers and songs, and write the letter to your family members.

During Camp, you are responsible for creating a safe, happy environment. Be assertive, but patient with family members. You must keep the family united and organized, make sure everyone is included in activities and feeling part of the group.

If you have a camper that is struggling, work closely with them or contact a Special Ambassador for support. Keep the Directors informed of any issues you are having with family members and seek advice or support as needed. COUNT YOUR CAMPERS multiple times during the day: before every meal, at Campfire, and throughout the day as you see them. You are the first line of defense in case someone wanders off or begins to separate from camp activities.

**Tips for a Great Camp:**

- Step up, step back and facilitate.
- Communicate with your co-Family Head as well as the other Staff members.
- Explain everything to your Family.
- Stay motivated.
- Know your role and help the other staff members (like Campfire, Recreation, etc.) be successful.
- Be inclusive, empathetic, insightful, and diplomatic.
- Be confident, be a leader, know your role.

**Before Camp:**

1. Make list of activities, skits, ice-breakers to use at camp
2. Work with other staff to become familiar with the week's activities
3. Be familiar with all rules and be prepared to follow and enforce them
4. Work with partner to prepare family activities
5. Attend special family head training workshops

**During Camp:**

1. Attend daily family head meetings
2. Meet campers at parking lot—lead them down to campground (may need to lead more than one group down)
3. Help campers get set-up and clean
4. Lead ice-breakers
5. Organize family for meetings, skits, family recreation
6. Know where all family members are staying
7. Make sure all members are present at meals before runner is sent
8. Make sure all members are having fun, involved
9. Be a role model for campers
10. Attend daily family head meetings

**After Camp:**

1. Clean camp
2. Evaluate camp

## Fire Safety Coordinator

**General Purpose** – Safely start and put out campfires during camp. Ensure the safety of all campers around fire.

**Number of Positions** – 1

**Specific Description** – It is your responsibility to carry with you at all times the electronic lighter that is used to start all fires. You will start, monitor and extinguish the fire every night at campfire and the s'mores campfire during the dance. Learn how to build a fire in a safe manner before coming to camp, if you need help ask a Director. Ensure that we have an adequate amount of kindling and paper to start

the fires. You may be asked to burn lanyards, also. This is optional, talk to the Arts and Crafts team to learn how.

During camp, especially during camp fire, help keep everyone safe when doing skits and songs near the fire. After campfire, extinguish the fire safely and stay at the fire ring until it is completely out. The same goes for the s'mores fire on the night of the dance. You will also lead the fire drill on the first day of Camp.

**Tips for a Great Camp:**

- Check for potential fire hazards every single time.
- Keep a bucket of water close by just in case.
- Be comfortable around fire and understand the responsibility of this job.

**Before Camp:**

1. Check with Directors about getting firewood, kindling, etc. (This is usually available at Camp)
2. Plan fire drill
3. Be familiar with emergency procedures and escape routes as listed in safety manual
4. Inform staff and chaperones of emergency procedures
5. Inform staff of safety rules so they can enforce them

**During Camp:**

1. Attend nightly staff meetings
2. Start campfire each evening
3. Tend campfire and put it out at night properly
4. Inform campers of safety rules and enforce them
5. Lead fire drill during first day of camp
6. Attend all staff meetings

**After Camp:**

1. Clean-up camp
2. Up-date safety manual as needed
3. Evaluate camp

## **First Aid Team**

**Overview** – Be a “first responder” when there is a minor injury. Assess the camper and report to the nurse, follow the nurse’s directions until he/she can arrive. Document injuries and advise staff about safety issues.

**Additional Requirement** – You must have a Red Cross (or equivalent) First Aid/CPR certification.

**General Purpose** – Camp is a big place and the nurse cannot be everywhere at once. When a minor injury happens or if a camper is not feeling well, a First Aid Team member will assess the camper and report to the nurse about the status. This may include helping campers with headaches, someone that has fallen during Recreation, and other minor injuries.

**Specific Description** – The First Aid Team will be called on to sit with injured campers and check-in with the Nurse about next steps. Minor injuries might include scrapes and cuts, twisted ankles, headaches, etc. You will help a camper feel better, ask them questions about what happened, comfort them as needed, follow up with them as needed to make sure they feel better.

**Special Circumstances** – This is a team in a position of trust with private conversations and should treat them as confidential. You are in a special position that will require compassion, listening, Camper specific action and working with the Nurse and Directors to make sure campers are safe and feel better.

**Tips for a great camp:**

- Be prepared to step in when needed.
- Some kids say they are sick (headache or tummy ache) when homesick, so work with the Camp Nurse to understand what is happening and support the camper as needed.

**Before Camp:**

1. Learn about homesickness and other forms of separation anxiety, and how to approach kids.
2. Work with the Nurse to determine contents of the first aid pack and how to document issues.
3. Check in with Directors about campers with known issues
3. Attend all staff meetings

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Respond when campers are hurt or need assistance, report to the nurse.
4. Keep the Directors informed as needed

**After Camp:**

1. Clean-up camp
2. Help Nurse clean up the Nurse's station
3. Evaluate camp

## **Hiking and Nature Coordinator**

**General Purpose** – Organize hiking activities and educate them about the natural surroundings.

**Number of Positions** – 1

**Specific Description** – Learn about the hiking trails and lead at least one hike during camp. Learn about the trees, plants, or animals native to the area and share information with campers. Plan activities during the hike.

Identify an adult to co-lead the hikes, ensure there are enough chaperons assigned to the hike as well. If needed, make a supplies list for anything you need for the hike activities. Coordinate hike timing with the Camper's Choice team and Directors. If you want to plan a night hike, work closely with the Directors to plan it. Other hike activities may include a scavenger hunt or Frisbee golf.

Information about the Butano State Park is available at [www.parks.ca.gov](http://www.parks.ca.gov), but please note that our camp is not located IN the park and the trails are not included in their brochure. However, they do have information about the trees, plants, and animals in the area that might be useful.

In the past at Camp Butano Creek we have offered the following hikes:

- Loop Trail
- Carboni-5
- Killer Trail

#### **Before Camp:**

1. Research the area around the camp and learn to identify the trees, plants, and animals in the area.
2. Work with Camper's Choice to schedule hikes.
3. Work with Directors and other staff to plan the lunch hike.
4. Attend all staff meetings
5. Write up trail safety rules for all hikes

#### **During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Explain trail safety before all hikes
4. Announce hikes at morning announcements
5. Supervise the hikes and make sure everyone comes back
6. Work with activity leaders

#### **After Camp:**

1. Clean-up camp
2. Note which activities were popular and which didn't work well.
3. Evaluate camp

## **Photographer**

**Overview** – Capture the Camp experience and share the photos.

**Number of Positions** – 1-2

**General Purpose** – Take photos throughout Camp and create an online sharing experience for Campers after camp. Take the official Camp photo on Clover Day. These photos may be used by the county, too.

**Specific Description** – Take photos of all activities and families during camp. Bring your own camera and make sure you know how to use it. The camera can be any model – from point and shoot to professional – but should have plenty of memory to store 300-500 photos. You may need extra memory cards for this. After Camp, you will share the photos with the county. In 2016, we used Google Photos associated with the 2016 Camp email address. With this service, anyone could upload and share the photos they took during camp and the photos were downloadable for families that wanted to save or print them.

Tips for a Great Camp:

- Make sure you get photos of everyone!
- Practice using the camera in different kinds of light – like bright sunshine, shadows, dusk, at night, and inside.
- Learn how to frame the shot.
- Take posed photos, some with people looking at the camera, and some without anyone knowing you took the picture.

**Before Camp:**

1. Determine how camp photo will be taken and how it will be distributed
2. Purchase memory card (if needed) and any other supplies

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Take photos of activities throughout camp
4. Take photos of every camper when they arrive

**After Camp:**

1. Prepare camp online photo album
2. Email photo information to the county
3. Clean-up camp
4. Evaluate camp

## Recreation Team

**General Purpose** – Organize field activities for a little competition between camp families.

**Number of Positions** – 3-4

**Specific Description** – Plan activities and acquire all the resources needed to implement those plans. Remember that there are about 140 campers to entertain for 1 hour every day of camp. Activities need

to be varied to accommodate different skills and sizes of campers. Make a list of the materials you need for each day, take an inventory of the items in 'Steve' that can be used, determine the budget for purchasing missing items, acquire all needed items before camp. Set up and explain games to the families, make sure everyone is having fun, clean up after the activity.

#### **Tips for a Great Camp**

- Plan extensively and in detail.
- Plan extra games in case your planned games end early, or if people are not having fun.
- Be flexible.
- You should be friendly, flexible, creative, and hard working.

#### **Before Camp:**

1. Inventory camp recreation supplies
2. Prepare daily family competitions—games, rules, supplies, point system, etc.
3. Purchase supplies, prizes, etc. (volleyball, Ping-Pong balls, badminton supplies, football)
4. For more involved activities explain rules to staff and family heads
5. Work with campfire and/or reporter as necessary
6. Explain rules for using equipment with staff and family heads

#### **During Camp:**

1. Explain rules for using equipment at opening ceremony
3. Lead daily family competitions, these are 45-60 minutes
4. Keep equipment organized and stored properly when not in use
5. Keep score for family competitions -post scores each day and/or announce at campfire
6. Announce family winners at closing ceremonies
7. Be a role model for campers
8. Attend nightly staff meetings
9. Remain at camp first day of camp to help campers get settled and to lead games once enough campers have arrived

#### **After Camp:**

1. Organize and inventory equipment
2. Make arrangements for storage of equipment
3. Put a list of supplies in storage box and one in file
4. Clean-up camp
5. Evaluate camp

## **Reporter Team**

**General Purpose** – Take suggestions for traditional skits and fun at Campfire such as marriages, eHugs, and 20 years in the future. Create a memory book – the Camp Annual – to email to campers at the end of camp.

## **Number of Positions – 1-3**

**Specific Description** – Work with Campfire to plan the timing of the Reporter’s piece. You must check with all participants Campfire starts and, in some cases, the Directors. Before Camp begins you need to make a box for the suggestions and brainstorm any extra sections to have in the box. Begin preparing for the annual so you can easily add photos and text later. Have all of your supplies ready to go.

### **Tips for a Great Camp**

- Pay attention to the inside jokes happening at Camp.
- Include as many campers as possible when choosing whom to call up.
- Pick a location and time, such as Free Time, to meet up and pick the events for Campfire everyday.
- Communicate with each other, and also the Campfire team and Directors.
- Be organized!

### **Before Camp:**

1. Get lists of family names, staff members, family members, chaperones etc.
2. Prepare and copy cover, staff pages, family list pages in advance
3. Prepare Camp Most sheets
4. Gather supplies for Gossip, 20 Years from Now, E-Hugs etc. (pencils, paper, cans)
5. Arrange for use of computer/printer
6. Decide what will be part of the annual
7. Inform staff about the annual, Gossip, 20 Years from Now, advice column, family pages to be made at camp etc.
8. Have draft annual pages reviewed by directors

### **During Camp:**

1. Explain the plans for eHugs, marriages, etc. at Opening Ceremony
2. Collect papers 1-2hrs before campfire each day, decide which ones to read, review everything with at least one Director
3. Read Gossip, E-Hugs etc. at campfire each day
4. Make sure enough paper and pencils are available
5. Work on other pages for annual throughout camp
6. Have families fill out Camp Mosts last day of camp
7. Compile Camp Mosts and finish final touches for annual before dance on last night.
8. Be a role model for campers.
9. Attend nightly staff meetings.

### **After Camp:**

1. Save one copy of annual for file
2. Send the Annual to the Directors for review.
3. Make sure the Annual is sent out to the County/Camp attendees.
4. Clean-up and organize materials
5. Clean-up camp

## 6. Evaluate camp

### **Shooting Sports Jr/Teen Leader**

**General Purpose** – To introduce air & BB rifle shooting to camp attendees in a safe and informative manner.

**Specific Description** – Set up and operate shooting range for camp attendees. Answer questions and train campers in the range commands and safety procedures. Help document score sheets and award medals. Training will be provided for all aspects of working at the range. Help take down the range after camp.

There will be extra training sessions to attend IN ADDITION TO the Camp Staff Meetings.

Tips for a Great Camp:

- Practice shooting before Camp.
- Learn the Range commands.
- Use common sense – safety is the number one job!
- Don't be afraid to step in or correct someone that is not following the rules.
- Be loud, shout commands – safety depends on everyone knowing exactly what is happening.
- Make fun targets that match the camp theme.

#### **Before Camp:**

1. Work with the Shooting Sports adult leader to outline the safety training and activities that will happen at Camp.
2. Schedule the activities
3. Work with adult leader to arrange for purchase and transportation of supplies as necessary.
4. Attend all staff meetings
5. Attend all Camp Shooting Sports training

#### **During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Explain the range commands and other rules to everyone that comes to the range
4. Supervise everyone on the range and make sure they are following all procedures
5. Help evaluate score sheets for medals
6. Help prepare awards
7. Hand out awards at closing ceremony

#### **After Camp:**

1. Clean up camp
2. Clean & help with take-down of the range
3. Evaluate camp
4. Evaluate Range

## Special Ambassador

**Overview** – When a camp family has a camper that is homesick or is overwhelmed with the camp experience, it is difficult for the Family Heads to focus their attention to their homesick family member and maintain their responsibilities to the rest of the family. The family dynamic changes from two Family Heads working with a family of 10 - to a one on one and a nine to one situation.

**General Purpose** – The Special Ambassador is available to the Family Heads and Camp Directors to help Campers by reducing their anxiety. The source of their anxiety may be varied, from not feeling included, to being homesick or overwhelmed by the energy at camp.

**Specific Description** – The Special Ambassador is a resource for Family Heads to request assistance with a Camper that requires individual attention. The Special Ambassador will provide that Camper with a kind ear and friendship to gain an understanding of what is upsetting the Camper in order to provide relief to the Camper as needed. This may mean the SA temporarily joins the family to stay close to the camper that is struggling, or they may be more effective as a friend who checks in with them during Camper's Choice and Free Time to ensure the Camper is participating.

The Special Ambassador's goal is to reintegrate the Camper back into their Family.

Each camper is unique so this position requires a certain creativity and a lot of patience. The SA needs to work with the Family Heads without being distracting or stepping on toes. The goal is to focus on the kid that is struggling so the Family Heads can effectively do their job.

**Special Circumstances** – You are a team in a position of trust with private conversations and should treat it as confidential. You are in a special position that will require compassion, listening, Camper specific action and working with the directors to make camp great for everyone.

### Tips for a great camp:

- Talk to the Directors and Family Heads about coping techniques.
- Be prepared to step in when needed.
- Have an open line of communication with the family heads and the directors so everyone can keep an eye on kids that are struggling.
- Some kids say they are sick (headache or tummy ache) when homesick, so work with the Camp Nurse to understand what is happening and support the camper as needed.
- Learn techniques to approach kids and think of questions to get them talking about what is bothering them, or what kind of activity might be a good distraction for them.

### Before Camp:

1. Learn about homesickness and other forms of separation anxiety, and how to approach kids,
2. Meet with the family heads to discuss techniques
3. Check in with Directors about any campers with known issues
3. Attend all staff meetings

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Check in with Family Heads to see if any kids are struggling, offer advice and brainstorm solutions
4. If the camper is really struggling and distracting the Family Heads from their duties, insert yourself into the family and focus on the camper to help them feel comfortable
5. Keep the Directors informed about kids that struggling
6. Check in with the Nurse (if needed)
7. Once the camper is comfortable, distance yourself a bit

**After Camp:**

1. Clean-up camp
2. Evaluate camp

## **Volleyball Coordinator**

**Overview** – Plan the family volleyball tournament and at least one volleyball lesson for campers new to the game. NOTE – should this person also coordinate the foosball tournament?

**Number of Positions** – 1 (Can be combined with Camper's Choice)

**General Purpose** – Plan and manage the family volleyball tournament during camp. This should be a fun and low key so make sure all families are encouraging and positive during the games. The last few years there has been a second tournament made of chosen teams.

**Specific Description** – The volleyball tournament is a fun tradition at camp. You are responsible for planning and managing the tournament, as well as planning a training session during Camper's Choice early in the week for campers who do not know how to play. This includes making the brackets, refereeing the games, and keeping the families informed of when they are going to play. Make announcements during meal times. Bring extra supplies like rope, volleyballs, a pump, whistle, pen and paper. It might be helpful to have a co-leader once you get to camp.

**Tips for a Great Camp**

- Make the board in advance so you can just fill in the names.
- Bring an extra ball, pump and the pump attachments.
- Make sure you know how to inflate a ball.
- Encourage everyone to have fun.

**Before Camp:**

1. Create the family tournament board.
2. Talk with the staff to determine if there is interest in a second tournament
3. Plan a volleyball lesson to cover the rules, serving, and other basic moves.
4. Attend all staff meetings

**During Camp:**

1. Attend nightly staff meetings
2. Be a role model for campers
3. Announce tournament teams
4. Supervise games and track the winners

**After Camp:**

1. Clean-up camp
2. Evaluate camp

## Woodworking Jr/Teen Leader

**General Purpose** – To plan woodworking projects for camp attendees. Help campers complete the crafts. Organize, run and clean up the woodworking area at the craft shack.

**Number of Staff Members** – 5+

**Specific Description** – Plan woodworking projects that coordinate with the theme. Create a list of all supplies you will need along with a budget to purchase those supplies. Inventory the supplies in ‘Steve’ and appropriate all the resources needed at Camp to do all the planned projects. Practice making the crafts so you can teach campers how to complete crafts at camp – you may need to meet with the woodworking leaders outside of the Camp Staff Meetings in order to practice working in the tools.

**Tips for a great camp**

- Work closely with the adult volunteer in charge of woodworking to make sure the crafts are planned out.
- Have a positive attitude.
- Make people smile.
- Take breaks when you need them.
- Clean up as you go.
- Be enthusiastic!

**Before Camp:**

1. Plan a number of small woodworking projects and activities.
2. Make a list of needed supplies
3. Meet with adult woodworking leaders to learn how to use the tools, create a safety plan, and learn to build the projects
3. Make sample projects to show campers what they can make

**During Camp:**

1. Announce any special projects for the day at flag raising
2. Inform staff of schedule at nightly staff meetings and daily family head meetings

3. Set-up woodworking area
4. Supervise area clean-up after each scheduled craft time
5. Assist members in making projects
6. Keep the area clean
7. Attend nightly staff meetings
8. Be a role model for campers

**After Camp:**

1. Organize, inventory, clean-up woodworking area
2. Clean-up camp
3. Evaluate camp

## **Youth Directors – Job Description**

**Overview** – To get Santa Clara 4-H Summer Camp planned, organized and implemented. Work with the Adult Directors and Camp Staff to put on a great Camp.

**Number of Positions** – 2-3

**Qualifications** – Age 16 and above, previous leadership at Camp.

**General Purpose** – Work with each other, the Adult Directors, and the Staff to accomplish all tasks and delegate other tasks as needed.

**Specific Description** – Assign Camp Staff duties, assign Campers to families, attend director meetings, mentor Staff, train Staff at Camp Staff meetings, supervise all activities at Camp and account for all attendees to the time they go home, lead staff meetings, plan schedule. Attend the end of the year wrap up meeting.

**Before Camp:**

1. Pick staff w/ adult directors
2. Plan and lead staff meetings
3. Give articles to T. T. editor as needed
4. Lead family head training workshops
5. Plan schedule
6. Work with staff to make sure they understand their responsibilities, role at camp and rules
7. Work with adult director in leading chaperone meeting
8. Make sure staff members are keeping up to date in planning their activities
9. Assign campers into families
10. Participate in 'Steve' inventory
11. Help organize transport of all materials up to Camp

**During Camp:**

1. Lead nightly staff meetings

2. Organize and lead 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 campers set-up

**After Camp:**

1. Make sure camp is cleaned up
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 make sure all equipment is stored properly
4. Evaluate camp
5. Meet with adult directors to evaluate and improve camp manual, applications, and other materials