

Volunteer Camp Staff Position Description

Ohio State University Extension, 4-H Youth Development Sea Camp

Position Title: Camp Staff

Time Required: 2-3 hours in June, on-site training in July; full-time commitment during camp

General Purpose: Serving as the Camp Staff at Kelleys Island during 4-H Sea Camp. Major responsibility includes roles such as dean of men, dean of women, photographer, evening activities lead, dining hall supervisor, and nurse.

Responsibilities:

- Before camp:
 1. Complete application and background check as required by OSU.
 2. Complete required interview and training.
 3. Prepare necessary program supplies and equipment as needed. Communicate any needs to the Camp Director.
- While campers are arriving:
 1. Assist in check-in if assigned to that position.
 2. Help monitor counselors/campers and direct them to the appropriate check in location(s), if necessary.
- While at the camp:
 1. Get checked into staff quarters.
 2. Assist in unloading programming supplies and putting away as needed.
 3. Assist counselors with campers, as needed.
 4. Be prepared to help with different sessions. When not assigned to a session, help in making rounds through the camp to be sure that things are running smoothly.
 5. Assist counselors with programs and activities as needed.
 6. Be aware of emergency procedures and camp signals. Assist with accounting for all parties and report the status to the Camp Director, as needed.
 7. Use of cell phones is to be kept to a minimum, especially in front of campers. Phone calls can be dealt with as long as campers' safety is not interfered with.
 8. Monitor camp clean up.
 9. Record inventory of any camp supplies you were responsible for. Return all camp supplies to their appropriate storage location.
- While campers are departing:
 1. Assist in checkout assignments and help oversee camper pick-ups.
 2. Return all paperwork to Camp Director before departing camp.
- During entire camping season (before, during, after):
 1. Demonstrate appropriate language and behavior at all times. (4-H Volunteer Standards of Behavior)
 2. Communicate with Camp Director and other staff members and counselors, as necessary.

Qualifications and Expectations:

- Be committed to youth development and safety including obtaining a BCI fingerprint.
- Uphold the Code of Conduct for all Volunteers.

By signing below I acknowledge and agree to be held to the above responsibilities. If I do not adhere to the responsibilities and expectations of my role, I understand that I may be removed from this role.

Printed Name

Signature

Date signed



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