JOB TITLE: Camp Manager

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: Responsible for the implementation of the camp programs as designated by the Camp Clover Point Committee

ACCOUNTABILITY: To the Extension Youth Staff, Camp Clover Point Camp Committee and Dent County Extension Council.

QUALIFICATIONS:
- Strong interest in youth and camping programs
- Experience in management and supervision of others; ability to take a strong leadership role
- Experience in working as part of a strong team
- Strong positive attitude
- Ability to address problems quickly and effectively
- Basic computer skills including spread sheets, word processing and email
- Valid driver's license

DUTIES:
1. SUPERVISORY - STAFF
   - Be present opening day of camp to assist Extension Youth Staff in setting up camp
   - Assist Camp Clover Point Camp Committee in orientating camp staff (prior to and during camp); assist with Counselor Training Camp as assigned
   - Supervise all camp staff and assign additional duties as needed
   - Oversee and carry out the operations of each camp group’s programming schedule and activities, ensuring a healthy, positive camping environment
   - Plan daily events as needed; post and announce schedules
   - Liaison with State Park Personnel as to park rules, buildings, equipment and supplies
   - Enforce camp rules and regulations; model standards for conduct as they pertain to camp staff, camp counselors and campers
   - Support and guide the development of camp counselors in each camp group
   - Manage all permanent camp facilities, check conditions of camp grounds before and after each group; inform state park personnel of needed repairs and equipment
   - Purchase any additional camp supplies, as directed by the Extension Youth Staff, that are needed beyond the regular ordering of food and camp supplies
   - Make sure light maintenance is done, including trash pickup, cleaning and replenishing common use areas and bathrooms; keep camp grounds neat and clean
   - Oversee the packing up of all supplies and equipment on closing day of camp; make sure that all containers are properly stored
   - Final authority in decisions in operating of camp and programs is left to the Extension Youth Staff, not the Camp Manager.

2. FINANCIAL AND RECORD KEEPING
   - Record daily camp attendance
   - Maintain a record of any and all bills including mileage, accompanied by original receipts
   - Keep a daily record of milk consumption
   - Document all camp incidents
   - With the assistance of camp staff at the closing of camp, inventory all property, recreation equipment, crafts and craft equipment, kitchen equipment, waterfront equipment, etc.,
   - Submit camp staff notebooks and a final camp report to Camp Clover Point Camp Committee of all records, camp incidents, inventory sheets, equipment needed and other recommendations, staff evaluation, etc. within two weeks of close of camp
JOB DESCRIPTION FOR CRAFTS DIRECTOR
Duties and Responsibilities

JOB TITLE:  Crafts Director

EMPLOYER:  Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: To plan and conduct crafts activities and other programs for 4-H campers.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Clover Point Camp Committee and Dent County Extension Council.

QUALIFICATIONS:
- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Basic understanding of crafts
- Experience with games and social activities
- Valid driver’s license

DUTIES:
1. CAMP ACTIVITIES
   - Assist with Counselor Training Camp as assigned
   - Implement and execute the scheduled camping program
   - Model standards for conduct as they pertain to camp staff, camp counselors and campers
   - Support and guide the development of camp counselors in each camp group
   - Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP CRAFTS
   - Plan, implement and supervise the crafts program on a daily basis
   - Maintain the crafts cabin in a neat and orderly fashion
   - Submit requests to camp manager for needed craft supplies and equipment
   - Incorporate the use of the 4-H camp counselors as much as possible during craft sessions during camp
   - Plan and implement rainy day activities as needed
   - On closing day of camp, inventory and pack up unused craft supplies and equipment into proper containers for storage
Submit crafts director notebook that includes a camp evaluation and inventory of craft supplies and equipment to the camp manager on the closing day of camp
JOB DESCRIPTION FOR OUTDOOR RECREATION DIRECTOR

Duties and Responsibilities

JOB TITLE: Outdoor Recreation Director

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: To improve the environmental, physical and social understanding of 4-H campers.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Clover Point Camp Committee, and Dent County Extension Council.

QUALIFICATIONS:

- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Experience in outdoor and nature skills
- Knowledge of safety and safe use of challenge and sports equipment
- Experience in leading youth in group activities
- Challenge/ropes/confidence course experience helpful
- Valid driver’s license

DUTIES:

1. CAMP ACTIVITIES
   - Assist with Counselor Training Camp as assigned
   - Implement and execute the scheduled camping program
   - Model standards for conduct as they pertain to camp staff, camp counselors and campers
   - Support and guide the development of camp counselors in each camp group
   - Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP OUTDOOR RECREATION ACTIVITIES
   - Implement and supervise the outdoor recreation program on a daily basis
   - Primary responsibilities include outdoor skills activities, nature programs, hiking, fishing, camping skills, evening recreation, team building, problem solving, etc.
   - Plan and conduct Confidence Course as outlined with emphasis on safety
   - Plan and conduct programming in hilltop sports and games
   - Plan and implement rainy day activities as needed
   - Ensure needed equipment and supplies are arranged for
   - Help maintain outdoor equipment; notify camp manager of any unsafe equipment
   - On closing day of camp, inventory and pack up unused outdoor recreation supplies and equipment into proper containers for storage

Submit outdoor recreation director notebook that includes a camp evaluation and inventory of outdoor recreation supplies and equipment to the camp manager on the closing day of camp.
JOB TITLE: Food Service Manager

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: To plan, prepare and supervise three meals a day and snacks twice a day for up to 150 campers and staff. Prepare recipes for nutritious and economical meals during camp following Department of Health regulations.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Clover Point Camp Committee, and Dent County Extension Council.

QUALIFICATIONS:
- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Experience in cooking for large groups
- Experience in meal planning and ordering supplies
- Experience in kitchen supervision
- Knowledge of Department of Health regulations for food service
- Valid driver’s license

DUTIES:
1. CAMP ACTIVITIES
- Assist with Counselor Training Camp as assigned
- Implement and execute the scheduled camping program
- Model standards for conduct as they pertain to camp staff, camp counselors and campers
- Support and guide the development of camp counselors in each camp group
- Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP FOOD SERVICE
- Order food in cooperation with Extension Youth Staff and the camp manager
- Provide adequate food preparation and service, such as menu planning, using food purchased, etc.
- Work as a team with the kitchen assistant to plan and prepare adequate nutritious meals and canteen snacks for all camps in accordance with the Department of Health regulations
- Have meals ready on time, according to each camp group’s schedule
- Oversee weekly food inventory to ensure food that is ordered is used during camp groups and that there are minimal leftovers at the end of camp
- Maintain cleanliness of the kitchen and kitchen equipment
- Ensure safe kitchen practices are applied
- Supervise the kitchen assistant
- Report any malfunction of kitchen equipment to the camp manager
- Supervise campers and camp counselors in serving and clean up after meals
- With the assistance of the kitchen assistant, conduct two end of camp inventories of kitchen equipment and supplies, one for Lake Ozark State Park and one for 4-H
- On closing day of camp, pack up unused 4-H kitchen supplies and equipment into proper containers for storage

Submit food service manager notebook that includes a camp evaluation and both inventories of kitchen supplies and equipment to the camp manager on the closing day of camp
JOB DESCRIPTION FOR KITCHEN ASSISTANT
Duties and Responsibilities

JOB TITLE: Kitchen Assistant

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: General assistance primarily in the kitchen and canteen.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Food Service Manager, Camp Clover Point Camp Committee, and Dent County Extension Council.

QUALIFICATIONS:
- Strong interest in youth and camping programs
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Experience in cooking for large groups, helpful
- Experience with comparative shopping, helpful
- Experience with general kitchen sanitation, helpful
- Valid driver’s license

DUTIES:

1. CAMP ACTIVITIES
   - Assist with Counselor Training Camp as assigned
   - Implement and execute the scheduled camping program
   - Model standards for conduct as they pertain to camp staff, camp counselors and campers
   - Support and guide the development of camp counselors in each camp group
   - Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP FOOD SERVICE
   - Work with the food service manager in planning, preparing and serving meals and canteen snacks
   - Help maintain the kitchen in a clean and sanitary condition
   - Supervise camp counselors in setting up and serving canteen snacks
   - Assist in supervising campers and camp counselor’s clean up after meals
   - Travel to town for purchasing camp supplies and general errands as directed
   - Launder nurse’s cabin linens and kitchen linens weekly or as needed at the nearest laundry facility in town
   - Assist food service manager with two end of camp inventories of kitchen supplies and equipment
   - On closing day of camp, assist food service manager in packing up unused 4-H kitchen supplies and equipment into proper containers for storage

Submit kitchen assistant notebook that includes a camp evaluation to the camp manager on the closing day of camp
JOB DESCRIPTION FOR LIFEGUARDS
Duties and Responsibilities

JOB TITLE: Lifeguard

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri.

JOB PURPOSE: To help plan and supervise a safe waterfront program for the benefit of the campers.

ACCOUNTABILITY: To the Camp Manager, Extension Youth Staff, Camp Clover Point Camp Committee, and Dent County Extension Council.

QUALIFICATIONS:
- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- Lifeguard certification
- Two years of lifeguard experience preferred
- Experience leading groups of youth in activities, helpful
- Valid driver’s license

DUTIES:

1. CAMP ACTIVITIES
   - Assist with Counselor Training Camp as assigned
   - Implement and execute the scheduled camping program
   - Model standards for conduct as they pertain to camp staff, camp counselors and campers
   - Support and guide the development of camp counselors in each camp group
   - Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP WATERFRONT ACTIVITIES
   - Plan and implement a waterfront program that includes swimming, canoeing, fishing, water games and activities
   - Implement the "swim test" as established in the Camp Clover Point Camp Committee Policy and Procedures Manual
   - Enforce the "Buddy" System and established waterfront rules
   - Supervise waterfront program using American Red Cross standards
   - Protect lives of swimmers
   - Keep camp manager informed of the condition of the waterfront and equipment; report any unsafe waterfront equipment to the camp manager
   - See that all waterfront equipment is cared for, put away, and stored at the end of each day
   - Report to camp manager any activity in the cove that would pose unsafe conditions for campers
   - Supervise camp counselors assigned to waterfront area
   - Plan and implement rainy day activities as needed
   - On closing day of camp, inventory and pack up unused waterfront supplies and equipment into proper containers for storage

Submit lifeguard notebook that includes a camp evaluation and inventory of waterfront supplies and equipment to the camp manager on the closing day of camp.
JOB DESCRIPTION FOR HEALTH CARE MANAGER
Duties and Responsibilities

JOB TITLE: Health Care Manager

EMPLOYER: Camp Clover Point Camp Committee/Dent County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Camp Clover Point. Camp Clover Point is a state park group camp located on the Lake of the Ozarks near Kaiser, Missouri

JOB PURPOSE: To build better camper health habits and insure that the whole camp is healthy and safe.

ACCOUNTABILITY: To the Camp Manager, Camp Director and Camp Clover Point Camp Committee/Dent County Extension Council.

QUALIFICATIONS:
- Strong interest in youth and camping programs
- Ability to take a leadership role
- Willingness to work as part of a strong team
- Strong positive attitude and role flexibility
- R.N., L.P.N., E.M.T. or Senior Nursing Student
- CPR certified, completed emergency First Aid training and experience in dispensing medications
- Valid driver's license

DUTIES:

1. CAMP ACTIVITIES
- Assist with Counselor Training Camp, camp staff orientation first-aid workshops and training as assigned
- Implement and execute the scheduled camping program
- Model standards for conduct as they pertain to camp staff, camp counselors and campers
- Support and guide the development of camp counselors in each camp group
- Cooperate and help in other camp activities as requested by the camp manager, such as, but not limited to: registration, office duties, evening recreation, waterfront programs, canteen operation, campfire, and meals

2. CAMP HEALTH CARE PROGRAM
- Oversee the health and safety of the entire camp, including camp staff and Extension Youth Staff
- Keep and maintain health forms for each camp group
- Notify appropriate camp personnel of any unusual information on health forms; (Lifeguards—who can't swim; Counselors—camper’s special needs - diabetes, bedwetting, medications, etc.; Cook—food allergies, dietary restrictions; Outdoor Rec—bee sting or poison ivy allergies, etc.)
- Organize, maintain and utilize adequate supplies for serving the health and medical needs of campers and staff
- Maintain an accurate inventory of first aid supplies and inform the camp manager of any additional health and safety supplies that are needed
- Receive medications brought by campers and counselors; record all medications in the health log
- Dispense camper medication during camp according to the prescription label; document each administration of medication in the health log
- Give first aid as needed and document all treatments; maintain daily treatment records; maintain a summary sheet of all treatments for each camp group
- Monitor camp activities with regard to health and safety; make any necessary recommendations to the camp manager, i.e. proper hydration, sun protection, insect repellent, etc.
- Assist staff to meet first aid emergencies
- Assist camp counselors with homesickness and other emotional situations
- Keep camp manager, youth staff and other appropriate people informed of all injuries and illnesses and treatments given in each case
- Consult the camp manager and Extension personnel before taking a person to a clinic or hospital; the camp manager and Extension staff should make arrangements for smooth running of camp during a medical emergency
- On closing day of camp, inventory and pack up unused medical supplies and equipment into proper containers for storage

Submit health manager notebook that includes a camp evaluation, health log, and inventory of medical supplies and equipment to the camp manager on the closing day of camp