

Please email resume to [Salineco@missouri.edu](mailto:Salineco@missouri.edu) or mail to  
Saline County Extension Center  
ATTN: 4-H Camp Job Application  
353 S. Lafayette, Marshall, MO 65340

**JOB DESCRIPTION FOR Co-CAMP MANAGER/ LEAD COUNSELOR(S)**  
**Duties and responsibilities**

JOB TITLE: Co-Camp Manager

EMPLOYER: Heit's Point 4-H Camp Committee/Pettis County Extension Council

WORKING CONDITIONS: During the contractual period, the employee will be furnished room and board at Heit's Point. Heit's Point is a Lutheran Ministries camp located on the Lake of the Ozarks near Lincoln, Missouri.

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

ACCOUNTABILITY: To the Extension Youth Staff Camp Committee and Pettis County Extension Council.

DURATION: Both Camp Counselor Meetings and  
June 3, 2018, 1 p.m. – June 7, 2018, 9 p.m. or when all clean-up is completed and staff are prepared to leave.

SALARY: \$25

**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
- Complete a MU Extension Volunteer Application

**DUTIES:**

**1. SUPERVISORY - STAFF**

- Be present opening day of camp to assist Extension Youth Staff in setting up
- Assist Camp Committee in orientating camp staff (prior to and during camp); assist with Counselor Training Camp as assigned
- Supervise all camp volunteers and counselors and assign additional duties as needed
- Create and implement a meal line schedule rotation for counselor

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- Oversee and carry out the operations of each camp group's programming schedule and activities, ensuring a healthy, positive camping environment
- Enforce camp rules and regulations; model standards for conduct as they pertain to camp volunteers, 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 Hiet's Point personnel of needed repairs and equipment
- Notify the Camp Staff of the need to purchase any additional camp supplies 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 Managers.