

Please email resume to 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 OUTDOOR RECREATION DIRECTOR
Duties and Responsibilities

JOB TITLE: Outdoor Recreation Director

EMPLOYER: Heit's Point 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: To improve the environmental, physical and social understanding of 4-H campers.

ACCOUNTABILITY: To the Camp Manager(s), Extension Youth Staff Camp Committee and Pettis County Extension Council.

DURATION: June 3, 2018, 1 p.m. – June 7, 2018, 6 p.m. or when all other Campers and Counselors have left the facility.

SALARY: \$150 or volunteer

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
- Complete a MU Extension Volunteer Application Process

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(s) and Extension Staff, such as, but not limited to: registration, office

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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
- Help maintain outdoor equipment; notify the Extension Staff 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