



**POSITION DESCRIPTION**  
**Executive Director**  
**UCCE 4-H Youth Development**

**GOAL:**

Oversee all aspects of the camp program to provide a safe, fun, and educational environment for campers, counselors, and chaperones.

**GENERAL DESCRIPTION:**

The Executive Director (ED) is responsible for the oversight of all aspects of planning and implementation of the 4-H summer camp in accordance with the University of California policies and core values of the 4-H Youth Development Program. The ED must be able to work cooperatively with the University of California Cooperative Extension (UCCE) Staff, Camp Staff (youth and adults), the Camp Steering Committee and camp facility staff. In cooperation with the UCCE staff and the Camp Steering Committee, the ED will secure all necessary staff, assist in counselor trainings, and manage and coordinate chaperone recruitment. The ED is responsible for the distribution and collection of applications and materials created by the Camp Steering Committee and UCCE Staff in a timely manner. The ED is responsible for the safety of the campers, teen staff and chaperones.

To learn more about the UCCE policies and core values of the 4-H Youth Development program, please visit [http://celake.ucanr.edu/4-H\\_Program/](http://celake.ucanr.edu/4-H_Program/)

**RESPONSIBLE TO**

UCCE County Director, 4-H YDP staff, the facility staff, and the Camp Steering Committee

**APPOINTMENT**

County Director in cooperation with the Camp Steering Committee will appoint the Executive Director.

**SPECIFIC SKILLS**

The following qualifications are required for obtaining the Executive Director position.

- Become an appointed 4-H volunteer prior to serving as a Director (includes; enrollment, background clearance and orientation).
- At least 25 years old
- Minimum of two seasons of camp administration or supervisory experience or a comparable experience.
- Able to lift and carry 30 pounds over uneven terrain
- Ability to supervise and work cooperatively with staff, chaperones and campers





- Enjoy working with a variety of people (parents, teen staff, campers, etc)
- Ability to originate, organize and carry out daily camp duties
- Current CPR and first aid certifications
- Have working knowledge of electronic communication, Microsoft or other word and spreadsheet type programs.

**SPECIFIC RESPONSIBILITIES:**

The Executive Director arrives at camp with (or prior to) teen staff, counselors and core staff and leave camp only after all campers and youth staff have left. If the ED is not able to be present throughout the duration of the camp, an adult volunteer member of the Camp Steering Committee may fulfill the day-to-day tasks and supervisory authority the ED generally provides. In cooperation with UCCE staff and the Camp Steering Committee, the responsibilities of the Executive Director include:

1. Completing an Executive Director application, including references
2. Participating as a member of the Camp Steering Committee
3. Working with the Camp Steering Committee to annually define camp goals
4. Participating in teen staff interviews.
5. Assigning duties like the ordering of food, supplies and equipment
6. Developing routines, schedules, and procedures for camp operation and safety
7. Working with the Program Director to assign staff activities and overall camp responsibilities
8. Supervising and evaluating all operations and program staff.
9. Serving as an advisor to teen staff and counselors who carry out the 4-H camping program.
10. Assisting Youth Staff with disciplinary measures needed for camper and counselor Code of Conduct infractions.
11. Preparing an evaluation report of the current camp season including inventories, staff evaluations, camper statistics, and recommendations for the following season.
12. Defining and monitoring a crisis management plan, including emergency procedures.
13. Collaborating with UCCE 4-H staff regarding severe infractions of the 4-H Summer Camp Code of Conduct.
14. Organizing and/or approving trips out of camp. This includes arranging for activities and supplies, and being prepared for crisis management.
15. Monitoring safety procedures as they pertain to the overall supervision of campers and staff.
16. Working with the camp steering committee to oversee the annual budget process.

**TYPE OF POSITION:** Volunteer, no direct salary





**REIMBURSEMENT/COMPENSATION**

1. Phone bill reimbursement for long distance calls pertaining to Executive Director work (up to the maximum set by the Camp Steering Committee).
2. Postage reimbursement for mailings pertaining to Executive Director work (up to the maximum set by the Camp Steering Committee).
3. Aid with conference fees and travel expenses to related trainings and one conference per term.
4. Fuel or mileage reimbursement for travel pertaining to Executive Director work (up to the maximum set by the Camp Steering Committee).

Note: Any other expenses not listed are to be approved by the Camp Steering Committee prior to incurring expense.

**TERM OF APPOINTMENT**

Annual reappointment by the County Director and there is no limit of terms served. Applicants will go through an application and selection process.

I have reviewed this position description, and I am willing to volunteer and to serve in the capacity of the Executive Director of the Mendocino Lake 4-H Camp.

\_\_\_\_\_  
4-H Volunteer Name (Print)

\_\_\_\_\_  
4-H Volunteer (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mendocino Lake County Director (Signature)

\_\_\_\_\_  
Date

It is the policy of the University of California (UC) and the UC Division of Agriculture & Natural Resources not to engage in discrimination against or harassment of any person in any of its programs or activities (Complete nondiscrimination policy statement can be found at <http://ucanr.edu/sites/anrstaff/files/215244.pdf> ) Inquiries regarding ANR's nondiscrimination policies may be directed to John I. Sims, Affirmative Action Compliance Officer/Title IX Officer, University of California, Agriculture and Natural Resources, 2801 Second Street, Davis, CA 95618, (530) 750- 1397

