



### Santa Barbara County 4-H Youth Development Program CAMP WAHOO! DIRECTOR/KEY LEADER JOB DESCRIPTION

#### General Description

The Camp Wahoo! Director/Key Leader is generally an experienced 4-H volunteer leader who serves as a middle manager and who has the overall responsibility for the coordination and management of the county 4-H Camp Wahoo! program and delivery to 4-H members in accordance with the California 4-H Camping Program Policies and Procedures.

The Camp Wahoo! program fosters leadership and healthy living. The program provides opportunities for youth to gain skills that help them thrive and succeed. Through the camping experience youth can discover a new spark, establish a willingness to try new things, and develop qualities of Positive Youth Development.

The Camp Wahoo! Director/Key Leader is responsible for the function of the Camp Wahoo! County-wide Camp Leadership Project, where young people ages 14 -19 gain knowledge and skills in leadership, crisis management, first aid, and team work to serve as Youth Staff, Camp Counselors or Junior Counselors. The Camp Wahoo! Director/Key Leader is responsible for coordinating the training of these youths as effective leaders capable of planning, preparing, and operating a safe and fun weeklong residential camp experience for Camp Wahoo! campers ages 9 -13.

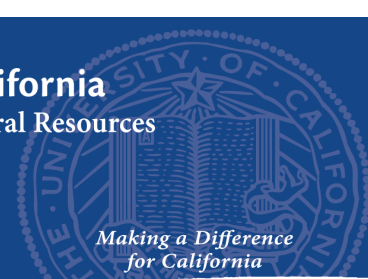
The event/activities that come under the Camp Wahoo! category are:

- County-wide Camp Wahoo! Overnight Camping Program
- Organized 4-H Club Camp Leadership Development Project
- Camp Wahoo! Week-long Residential Summer Camp
- Camp Wahoo! staff activities and training
- Other Activities/Events/Programs as developed for additional delivery modes (i.e.: Short-term Programs, Special Interest Programs, School Enrichment Programs, Afterschool Education Programs).

#### Objectives

1. To assure healthy, safe, high quality, well-run, educational, and fun camping program experiences for campers and staff through the Camp Wahoo! program.
2. To ensure effective management and operation of the county 4-H programming.
3. To encourage and empower youth growth and development in the Camp program area.
4. To strengthen the educational quality of the 4-H Youth Development Program, especially in the Camp program area.
5. To incorporate and strengthen citizenship development, leadership development, and life skill development in the Camp Wahoo! program area.
6. To incorporate Healthy Living, Citizenship, 4-H Thrive and SET in the Camp Wahoo! program area.
7. To build and lead a Camp Wahoo! committee that supports the program vision and plan.





8. To ensure and maintain effective communication links between Camp Wahoo! Countywide Leadership Development Project, Camp Wahoo! adult staff, 4-H Program Development Board, Expansion and Review Committee, 4-H Management Board and 4-H Advisor.
9. To provide specialized leadership and support for the Camp Wahoo! program area within the 4-H Youth Development Program, including the following key components: a) Coordinate planning and delivery of the Camp Wahoo! program; b) Schedule trainings, meetings, tours and service projects; c) Communicate plans with members, parents, instructors, volunteers and 4-H Office; d) Recruit and supervise instructors and volunteers (adults/teens); e) Develop resources such as funding and facilities; f) Promote the Camp Wahoo! program; g) To stay informed of new developments in the California 4-H Camping Program and make adjustments to programs or establish new programs as necessary.

### **Specific Skills**

1. Must be 25 years of age, or 21 to 24 years of age with a Co-Director who is 25 or older.
2. Some camping experience, preferably a minimum of 4 years of older youth camping experience, or a minimum of 2 years adult camping experience, or have attended the State 4-H Camping Conference.
3. Must be available to be present at camp the entire week. (Usually the third or fourth week of July).
4. Current first aid and CPR certification preferred, first aid and CPR certification or re-certification required after appointment.
5. Either an understanding of or a willingness to devote the time necessary to learn about the 4-H YDP, especially in the 4-H Camping Program area.
6. Strong leadership skills.
7. Ability and enthusiasm to work with youth and adults from a wide range of socio-economic and ethnic backgrounds.
10. Enthusiasm, patience, and understanding and the ability to motivate youth and adults.
11. Ability to resolve conflict in a timely manner.
12. Ability to communicate effectively.
13. Organizational ability.
14. An understanding of the 4-H Management Board, Program Development Board, Director, and Key Leader concepts in the county and the ability to communicate it to others.
15. Become a 4-H Adult Volunteer prior to serving as a Key Leader.

### **Specific Responsibilities**

1. Follow and abide by the Program Development Board Camp Wahoo! Director/Key Leader Job Description.
2. Camp Wahoo! Program Development
  - a. Identify the vision for the Camp Wahoo! program (e.g. activities, events, learning outcomes, etc.) in conjunction with 4-H YDP staff.
  - b. Develop an annual budget to submit to Management Board.
  - c. Maintain authority to re-budget between line items or change the budget, up to an accumulative \$2,000.00, as needed, given the budget remains within the approved budget.
3. Serve as coordinator and supervisor of adult staff and youth staff for the Camp Wahoo!





- Program. As coordinator and supervisor, be responsible for:
- a. Operation of the camp program, including setting training meeting dates (approximately 7 - 9 per year), reserving the facilities for camp and training meetings, training meeting agendas, and other items needed for smooth camp program operation.
  - b. Recruitment, selection, orientation and training of adult staff, youth camp staff, counselors and junior counselors.
  - c. All financial matters pertaining to the Camp Wahoo! Program, including budget, expenditures (purchases), camper registrations (including camperships), and other sources of income, and working closely with the Management Board Treasurer.
  - d. Development and implementation of a dynamic and educational program in the Camp Wahoo! area based on the Camp Wahoo! Director/Key Leader Job Description.
4. Work closely with the adult staff and youth staff of the Camp Wahoo! Program:
- a. Recruit and select the adult staff and youth staff utilizing previous camp rosters as much as possible.
  - b. Ensure that timelines and policies are being followed and adhered to and that the camp program is functioning so that the camp program is planned, implemented, and evaluated according to California 4-H Camping Program, as well as local and statewide policies and procedures.
  - c. Provide support to the adult staff and youth staff as needed and as appropriate.
5. Serve as chairperson of the Camp Wahoo! committee. As chairperson, be responsible for:
- a. Operation of the committee, including setting meeting dates, reserving the meeting room, meeting agendas, and other items needed for smooth committee operation.
  - b. Recruitment, selection and orientation of committee members.
  - c. Special emphasis on Affirmative Action/Outreach
6. Serve as a member of the 4-H Program Development Board and attend one regularly scheduled board meeting (out of approximately 3 to 4 per year), and required attendance at the joint meeting with the Management Board to present the Camp Wahoo! Program budget.
7. Work closely with other Key Leaders on Program Development Board to:
- a. Identify the annual program vision for the SBC 4-H YDP.
  - b. Develop an annual Program Development Board budget to submit to Management Board.
  - c. Serve as an important link between the Program Development Board and the Camp Wahoo! program.
  - d. Recruit Key Leaders for Program Development Board.
  - e. As needed, select new Key Leaders (selection of Key Leaders will be a coordinated effort between the 4-H YDP staff, 4-H Management Board, and 1-2 Key Leaders).
  - f. Meet all local and statewide timelines and policies.
8. In coordination with the California 4-H Foundation, 4-H YDP staff, the Fundraising Director, and Management Board, support fundraising efforts for the entire 4-H Youth Development Program, including raising funds for operational, administrative, and





programming expenses.

9. Work closely with the 4-H YDP staff.

10. Attend scheduled orientation, and training sessions for Key Leaders.

### **Relationships**

The Key Leader will be responsible to the 4-H Program Development Board and the 4-H YDP staff. The Key Leader cooperates with Management Board Directors and other Key Leaders in the county, as well as other adult volunteers, members, and participants in the 4-H YDP, especially those working in the camping program area. Key Leader orientation will be closely coordinated with the 4-H YDP staff to assure compliance with 4-H and University policies.

### **Time Involved**

The time needed to do the job varies throughout the year. It is estimated that an average of 8-16 hours per month throughout the year would be required to do this job well, in addition to a full week at camp.

### **Reimbursement/Compensation**

1. Telephone bill reimbursement for long distance calls pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
2. Postage reimbursement for mailings pertaining to Key Leader work (up to the maximum set by the 4-H Management Board).
3. Annual appointment calendar.
4. Aid with conference fees and travel expenses to leader forums at the rate of one conference per two-year term. Expenses for the various conferences will be reimbursed as follows:
  - a. State 4-H Camping Conference  
*Full conference fee and full gasoline expenses will be paid*
  - b. State 4-H Leaders' Forum  
*Full conference fee and gasoline expenses will be paid.*
  - c. Western Regional 4-H Leaders' Forum  
*Full conference fee and one half of the travel expenses (based on economy coach fare) will be paid.*

Note: Reimbursement/Compensation for the expenses listed above and any expenses not listed are to be approved by the 4-H Management Board prior to expense.

### **Term of Appointment**

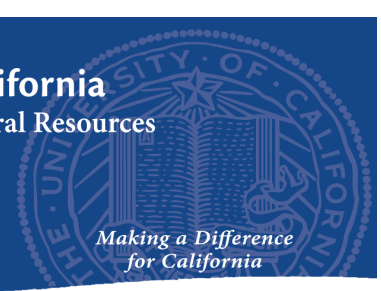
The Key Leader shall serve a two-year term, with eligibility for reappointment to another two-year term. There must be at least a two-year period after the second term before reappointment can be made to the Program Development Board. The individual may continue to serve on Program Board committees. If a replacement cannot be found the term may be extended beyond four years, until a replacement is selected, with 4-H YDP staff approval.

I have reviewed this job description, and I am willing to volunteer and to serve in the capacity of the 4-H Camp Wahoo! Director/Key Leader.



Program Development Board  
Camp Wahoo! Director/Key Leader  
Job Description  
SBC 4-H 10/2014

University of California  
Agriculture and Natural Resources



4-H Adult Volunteer

Date

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4-H Youth Development Program Staff

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Date

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