Canter's Cave 4-H Camp
1362 Caves Rd, Jackson OH 45640
Anita Harris, Camp Manager
740-286-4058 or eleoec4h@bright.net website: 4hcanterscave.osu.edu

Job Title: Summer Program Coordinator

Overview: The summer program coordinator will work with the camp manager, summer staff, and camp program directors to ensure a safe and positive outdoor recreational and youth development experience for campers. **This is an ideal position for a college student seeking a paid internship.** Extension staff will work with a qualified candidate to meet internship requirements and to provide supervision, documentation, and feedback.

Timeline: Applications due March 1 with interviews at Camp on March 14th. Staff training begins May 21, with the first camp beginning May 31. The position continues through July 31.

Compensation: This is a seasonal position. The summer program coordinator will receive a compensation package for nine weeks that includes a weekly stipend, onsite housing, and meals.

Essential Job Functions:

1. Provide direct supervision and coordination to summer program staff, including lifeguards. Serve as the primary liaison between the summer staff team and the camp manager and between the summer staff team and the camp program directors.
2. Communicate as needed with camp program directors to identify staffing needs and establish and communicate a schedule ensuring that appropriately trained and certified summer staff members are assigned as needed to camp workshops, special events, and evening programs including campfires.
3. Coordinate staff meetings and staff training.
4. Work as a member of the summer staff/counselor team to plan and implement evening recreation and campfire programs.
5. Lead camp sessions, including archery, high ropes, hiking, and so on, as scheduled.
6. Complete required reports.

Other Job Duties:

1. Assist with kitchen duties, including helping to set up for and serve meals.
2. Perform other duties as assigned.

Relationships:
The summer program coordinator is responsible to the camp manager and supervising Extension educator and works as a liaison between summer staff and the camp manager and between summer staff and the camp program directors.

Equipment Used:
Any and all camp equipment, including high ropes and shooting sports equipment, canoes and paddle boats, fishing equipment, and so on.

Qualifications:
College student completing at least the first year of study in a related program area; Summer camp experience; Current CPR and first aid certification. Additional certifications provided by Canter's Cave and associates for archery and high ropes at no charge; Lifeguard certification (not required) - Up to $100 reimbursed for cost of obtaining lifeguard certification at end of camping season.

Physical Aspects of the Job:
Ability to swim and complete rescues as required for lifeguard certification; ability to hike several miles over rough terrain; ability to assist with high ropes activities.

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