

**YOUTH CAMP LEADER ROLE DESCRIPTION**

Indiana 4-H Youth Development Program Purdue
Cooperative Extension Service

ROLE TITLE:

- ◆ Youth Directors (typically 4-H members in 11th and 12th grade)
- ◆ Camp Counselors (typically 4-H members in 9th grade and above)

TIME REQUIRED / DURATION OF APPOINTMENT:

- ◆ 72-120 hours at overnight event, at least 6 hours for preparation prior to the overnight event

LOCATION:

- ◆ Overnight event location (camp, campus, etc.)

PURPOSE:

- ◆ Provide leadership for the Purdue Extension 4-H Program including educational opportunities in alignment with 4-H curriculum, sharing information about the Purdue Extension and representing Purdue Extension and the Indiana 4-H Program.
- ◆ Provide supervision of youth, volunteers and helpers at Purdue Extension 4-H programs and events.
- ◆ Provide for the care and support of youth as a parent would on behalf of Purdue Extension and the Indiana 4-H Program for the duration of the event

RESPONSIBILITIES:

- ◆ Represent Purdue Extension and the Indiana 4-H Program in a positive and professional manner.
- ◆ Follow all 4-H guidelines and policies of the Purdue University Extension, State 4-H Program, and County 4-H Program.
- ◆ Communicate with assigned supervisor regularly. Report any concerns to assigned supervisor in a timely fashion.
- ◆ Help supervise youth with adult assistance. May be asked to take on supervision responsibilities to meet leadership and supervision expectations (only applicable if 16 years or older).
- ◆ Create a safe and inclusive environment for all participants at all times.
- ◆ Adhere, communicate and enforce rules, policies and expectations with all youth and adults.
- ◆ Plan, organize, implement and/or assist with activities, programs and events using risk management procedures and positive youth development strategies to support the 4-H mission mandate areas.
- ◆ Work and communicate with other youth camp staff and 4-H adults as appropriate.
- ◆ Promote 4-H opportunities in the community and share community needs with the 4-H Program.
- ◆ Serve as a positive role model and establish a warm and supportive youth/adult partnership.
- ◆ Maintain accurate records and share with 4-H Educator and others as appropriate.
- ◆ Deliver or assist with the delivery of camp educational programming if presented by teen leaders. Assure activities are age appropriate and use the experiential learning model and align with the ages and stages of youth development. (role specific)

QUALIFICATIONS:

- ◆ Individuals assuming overnight supervision in place of an adult must be at least 16-18 years old and may only be counted for a maximum of 20% of total camp supervision.
- ◆ Must be at least four years older than the youth assigned as lead supervision in cabins/overnight.
- ◆ If 18 years old, must complete the 4-H Volunteer paper process.
 - Initial process includes paper application and screening process with the 4-H Educator or Camp Director.
- ◆ Should have a general knowledge and/or experience working with youth.
- ◆ Should be able to work with other adult leaders.
- ◆ Should have an interest in working with and motivating youth.
- ◆ Should be able to work with other adult leaders.
- ◆ Previous experience working with youth is preferred.
- ◆ Previous camp experience is preferred.

RESOURCES AVAILABLE:

- ◆ <https://extension.purdue.edu/4-H/about/policies-and-procedures/9-risk-management.html>
- ◆ <https://extension.purdue.edu/4-H/volunteer/resources-and-development/index.html>
- ◆ extension.purdue.edu/4-H/docs/volunteer/resources-and-development/4-h-mentor-manual.pdf

TRAINING / ORIENTATION PROVIDED:

- ◆ Overnight Leader Basic Training (in 4-H Online)
- ◆ 6 hours of camp training for overnight camps (by camp director)
- ◆ Overnight event specific training (by event organizers)
- ◆ Additional Training Opportunities (by County, State, etc.)

CONTACT PERSON:

- ◆ Direct supervisor for this position is the 4-H Camp Director.

By signing below, I acknowledge that I have read and understand my camp role and responsibilities. I understand that I serve at the discretion and under the supervision of the 4-H Camp Director and agree to serve as a camp leader for the 4-H Youth Development Program.

Camp Leader Signature

Date

Camp Printed Name

Parent/Legal Guardian Signature (if applicable)

Date

Parent/Legal Guardian Signature (if applicable)