



# 4-H Camp Palmer, Inc

## *Program Coordinator*

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### **Position Description**

- The Program Coordinator is responsible for the educational programs at 4-H Camp Palmer, Inc. Plan, deliver and evaluate educational/technical programs using camp facilities and other resources.
- Develop and teach program curriculum.
- Responsible for assisting with functional and administrative supervision of the program staff including interviewing, hiring, training and evaluating.
- Work under the direct supervision of the Executive Director

### **Summary of Duties**

#### **Programming**

- Evaluate the educational needs and make recommendations to the 4-H Camp Palmer Board of Trustees and/or committees along with the Executive Director. Develop new curriculum and educational programs in areas of focus.
- Oversee the acquisition and maintenance of all program supplies and equipment necessary to deliver camp programs. This includes ordering and purchasing program supplies staying within budget and guidelines.

#### **Administrative**

- Under the direction of the Executive Director, ensure the camp program meets certification requirements of the Ohio State University 4-H Youth Development and American Camping Association guidelines.
- Work collaboratively with the Executive Director in maintaining all camp facilities and ensure that all facilities are operational.
- Develop and maintain a checklist of facility and program tasks to be completed pre and post camping season.
- Train program staff and volunteers in technical and non-technical processes and procedures to ensure safe programming. Recruit, hire and train program staff appropriate to programming needs of camp.
- Coordinate schedules and maintain communication among clientele and program staff in order to provide quality programs.
- Enforce the policies, rules and regulations for safety and health of all involved at camp.
- Supervise the Program Instructors, Program Instructor/Challenge by Choice Specialist.
- Act as a liaison for 4-H Camp Palmer, Inc. with faculty, Extension Educators and organizations.
- Other duties as assigned or needed.

## **Promotional/Marketing**

- Cultivate relations with community and corporate leaders to develop and expand the program resource bases including actively seeking grants and other financial resources focusing on programmatic efforts.

## **Qualifications**

- Bachelor's degree required. Preference will be given to candidates with a degree in youth development, recreation, wildlife management, education or human resources or related degree. Ability to supervise staff, interact with clientele, organize and conduct programs is essential. Extensive experience in teaching hands-on activities to youth and adults.
- Must have excellent interpersonal communication skills and ability to develop effective collaborative working relations with co-workers, volunteers, and clientele.
- Must have CPR and First Aid Certification.
- Successful completion of criminal background check
- Must have a valid driver's license and be able to operate farm machinery if needed.
- Must have basic computer and email/internet skills.

**Reports to:** Executive Director/Program Manager

**Dates of Employment:** April - November

**Salary:** Commensurate with experience/credentials. Mileage allowance.

**Supervision and Support Team:** 4-H Camp Palmer Executive Director, 4-H Camp Palmer Executive Committee.

## **Application Process:**

1. Complete employment application
2. Cover letter and resume

**Return application materials to:**  
Bill Goodson, Executive Director  
4-H Camp Palmer  
26450 Co Rd MN  
Fayette, Ohio 43521  
Ph: 419-237-2247/ 888-236-1195  
Fax: 419-237-2455  
Email: goodson.34@osu.edu