

Erie County 4-H Camp, Inc. Kelleys Island, Ohio, Lake Erie

Job Description

Position: **Outdoor Rec. Leader**

The Outdoor Rec. Leader is responsible for all recreation programs and equipment. Job includes the following duties:

1. Inventory all recreation equipment before camps arrive and before they leave.
2. Meet with visiting camp person in charge of recreation cabinet, review what is available and give them the recreation cabinet key. Get key back before they leave.
3. Replace lost or broken equipment from extra inventory. Report loss to the Executive Director to add to bill.
4. Order necessary replacement equipment through the Executive Director.
5. Be prepared to teach sessions as indicated by pre-camp surveys.
6. Be prepared to teach alternate sessions due to inclement weather.
7. Have sessions set up prior to actual start time.
8. Maintain friendly, helpful attitude toward campers and staff at all times.
9. Responsible for recreation hall sweeping and clean-up after camps leave.
10. Staff rotation duties.
11. Assist in daily cleaning of staff house.
12. All other duties as assigned by Executive Director.