



# Extension Educator Assistant 4-H Memorial Camp Director

## WE TRANSFORM LIVES

Everything we do is designed to improve the quality of life of the people in the state of Illinois, across the nation, and around the world. We discover, develop, translate, and disseminate knowledge to address societal concerns and train the next generation of experts and leaders in a way that empowers them to expand the boundaries of science to higher levels of understanding and influence.

**Be a part of our story.** Through learning partnerships that extend knowledge and change lives, University of Illinois Extension provides educational programs aimed at making life better, healthier, safer, and more profitable for individuals and their communities. Illinois Extension has operated continuously for more than 100 years connecting the citizens of Illinois to their land-grant university by providing educational programming around the state. University of Illinois Extension is based in the College of ACES and works with all colleges and units of the University of Illinois at Urbana-Champaign.

The Extension Educator serves as a regular, full time, 12-month academic professional with primary responsibility for the development, delivery, and evaluation of educational programs supporting the mission of the University of Illinois Extension. Serves as an aid to the 4-H Camp Director in all aspects of the camp program but will be the primary person in charge of operating leadership programs both on site at 4-H Memorial Camp and at off-site locations approved by Extension administration. Adventure programs may include but are not limited to team challenge course (low ropes), climbing, rappelling, zip-line, and other high ropes activities. All low and high ropes and adventure programs will be managed according to American Challenge Course Technology (ACCT) and American Camping Association (ACA) standards.

One full-time position is available.

**Location:** 4-H Memorial Camp in Monticello, IL

**(This position is required to live on site at the 4-H Memorial Camp.)**

## Position Overview

### Program Development, Delivery and Evaluation

- Schedule, coordinate, and conduct adventure programs at 4-H Memorial Camp for clients of residential camping programs and day-use only user groups. This work will involve selection and training of camp staff, organization of contracts, participant registration materials, and all pre- and post-program logistics. Programs will be conducted on-site at 4-H Memorial Camp and may occur at other locations as appropriate.
- Develop and implement programs that will enhance the leadership, communication, and team building skills of the participants through collaboration and cooperation with other universities, secondary schools, or private organizations.
- Teach Extension volunteers, Extension staff, agency personnel, teachers, and youth in content areas based on research in the areas of communication, leadership, teamwork, youth life skills, and educational design.
- Provide input to content and scheduling of the 4-H summer camp programs.
- Conduct programs for Counselor-In-Training Program involving teenage campers.

## Application Due

March 18, 2024

## Proposed Start Date

As soon as possible after the closing date

## Salary

Commensurate with experience and qualifications

## To Apply

Go To: <http://go.illinois.edu/1023125>

Log in to your account and upload a resume, cover letter, and the names and contact information for three professional references.

## More Information

Immigration sponsorship is not available for the position. The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is competitive and commensurate with qualifications and experience, while also considering internal equity. The salary range for this position starts at \$59,000. This position is required to live on site at 4-H Memorial Camp. The residence consists of a 3-bedroom, 2-bathroom ranch style house with basement and central heat/air. House is being renovated in Spring of 2024. Electric, gas, water, and internet over fiberoptic cable included. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

- Assist with the selection, design, construction, and maintenance inspections of new and existing challenge events.
- Conduct and document annual inspection of challenge course facilities. Coordinate all maintenance and upgrades to adventure program facilities as necessary.
- Prepare promotional flyers, brochures, web sites, social media, and various printed pieces of information for marketing 4-H youth and adventure programs.
- Work jointly with Camp Director to coordinate and host user groups at 4-H Memorial Camp.

### Organizational Leadership and Development

- Supervise staff in all aspects of the camp program in the absence of the Camp Director.
- Serve as the on-premises point of contact during the youth camps and retreats in case of an overnight emergency. Examples include medical emergencies, trespassing issues, major/life threatening damage to facilities, and other time sensitive issues.
- Respond to incidents to determine appropriate next steps and to provide necessary remedy to make the situation safe. Address any issue concerning campers or employees, contact local first responders, contact parents if needed, and contact the Camp Director to report or request additional assistance if the situation requires.
- Inspect facilities for security and damage on a daily basis during days the camp is not being utilized by guests along with other camp staff if they are available.
- Train seasonal summer camp staff on how to lead campers through a team challenge course experience at 4-H Memorial Camp.
- Assist with recruitment, interviewing and selection of challenge course, climbing wall, and camp counselor staff. Recruit, select, certify, schedule, and evaluate additional facilitators and instructors as needed.
- Assist with leadership and supervision of camp counselors and volunteers.
- Manage registration materials, medical/health forms, release/hold harmless agreements, evaluations, usage records, close-call, accident, and injury reports.

### Scholarship

- Build partnerships and collaborate with organizations, corporate clients, and school groups.
- Maintain contact with C.I.T. campers from previous years to develop future camp counselors.
- Tally and summarize evaluation data from previous season.
- Assist with securing the needed local resources to maintain and enhance the camp's educational staffing, facilities, and program opportunities.
- Be an active member within a professional society(s) to keep abreast of changes within your discipline.
- Continually seek professional development opportunities to enhance competency in subject matter area.

### Other Information

- Comply with all University of Illinois Extension Affirmative Action/Equal Opportunity policies and guidelines in all aspects of Extension work; assist unit staff with data collection for Affirmative Action, Gender, and Targeted reports.
- Local, regional and (limited) statewide travel required; personal transportation required.
- Weekend, holiday, and evening hours are required. All efforts will be made to share these duties with the Camp Director.
- Live on site at the 4-H Memorial Camp.

*This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, and a review of the Registered Sex Offender list, will be conducted.*

*The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Convictions are not a bar to employment. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct](#) in Prior Employment. The University of Illinois must also comply with applicable federal export control laws and regulations and, as such, reserves the right to employ restricted party screening procedures for applicants.*

*As a qualifying federal contractor, the University of Illinois System uses [E-Verify](#) to verify [employment eligibility](#).*

*The University of Illinois is an Equal Opportunity, Affirmative Action employer that recruits and hires qualified candidates without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability or veteran status. For more information, visit <http://go.illinois.edu/EEO>.*

- To perform the functions of this position, the employee will be required to perform work both within an office and outside in the communities that are served, and must have the capability to travel from one location to the other in a timely fashion. Employee is responsible for securing personal transportation. A valid driver's license is preferred. Some work will be required during evenings and/or weekends. When working, the employee may be exposed to a variety of environmental factors to include, but not limited to, hot or cold weather, exposure to noise and allergens, and uneven ground. In performing the functions of this position, the employee may be subjected to various mental and physical demands as well to include, but not limited to, independently traveling to and performing work at different locations, lifting and moving items that may occasionally weigh up to forty (40) pounds and frequently weigh up to twenty (20) pounds, and twisting, pushing and pulling movements. More detailed information regarding the functions of this position (including the physical, mental and environmental requirements of the position) may be obtained from Human Resources for the College of Agricultural, Consumer and Environmental Sciences (ACES) by contacting [hr@aces.illinois.edu](mailto:hr@aces.illinois.edu).

**Administrative and Programmatic Relationship:** The Extension Educator, 4-H Memorial Assistant Camp Director is administratively and programmatically responsible to the Camp Director, 4-H Memorial Camp.

### Qualifications

#### Required:

- Master's degree in camp program management, outdoor recreation, child development, educational design, youth development education, social and behavioral sciences, marketing or other related field. Master's degrees in other fields will be considered with work experience that demonstrates similar competencies. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date.
- Experience working in the youth development field or in a closely related field.

#### Preferred:

- Informal and formal teaching experience.
- Minimum of one year's experience with leadership of high and low ropes course work.
- Demonstrated experience working with school age youth and diverse audiences.
- Knowledge of and/or experience with programs and philosophies of University of Illinois Extension.
- Completion of Certified Challenge Course Director training from a nationally recognized organization.
- Certification should include low and high ropes, rock climbing, and rappelling.
- Certified in First Aid/CPR from American Red Cross or equivalent.

#### Knowledge, Skills, and Abilities:

- Demonstrated ability to build and maintain diverse networks. Effective written, oral, and computer proficiency skills. Ability to work flexible hours. Ability to work as part of a team as well as independently. Knowledge of professional adventure organizations (i.e. American Camp Association, American Challenge Course Technology, BSA) and their programs.

**Application Procedure:**

To apply, go to <https://go.illinois.edu/1023125>. Please upload a resume, cover letter, and the names and contact information for three professional references. Resume dates submitted must be in month/year format and employment history, at a minimum, should include all work dating back to the completion of your undergraduate degree. Positions that were less than full-time/100% must be noted as being part-time. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **March 18, 2024**.

For further information about the position please contact search chair Christina Edgington at [chrisedg@illinois.edu](mailto:chrisedg@illinois.edu). For questions regarding the application process, please contact 217-333-2137.

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