

ILLINOIS

Extension

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES



Camp Director, 4-H Memorial Camp

POSITION OVERVIEW

The Camp Director, 4-H Memorial Camp serves as a regular, full time, 12 month academic professional with primary responsibility for providing leadership for outdoor education programs and on-site camping programs, facilities, finances, and personnel at 4-H Memorial Camp on a year-around basis. This position will provide leadership for all education programs offered by 4-H Memorial Camp both on and off-site, generally a total of 120 group events annually involving over 200 calendar days of programming, involving over 8,000 campers.

One full time position is available.

Location: 4-H Memorial Camp

(Position will be housed in Monticello, IL)

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

RESPONSIBILITIES

Fiscal Entrepreneurship & Resource Management

- Implement and comply with both University of Illinois and Extension fiscal policies and carry out the camps fiscal and reporting responsibilities.
- Provide leadership with Extension Business Office, Illinois 4-H Foundation, State 4-H Office to secure the needed local resources to maintain and enhance the camp's educational staffing, facilities and program opportunities.
- Manage camp facilities as required to meet University of Illinois policies. Ensure office and program delivery sites meet ADA and related guidelines.
- Oversee implementation of on-site security to protect property, staff and users.
- Utilize University of Illinois college and department resources for supplemental expertise in resource management, facility and capital improvement projects which will benefit the growth and longevity of
- 4-H Memorial Camp programs and resources.

Personnel Management

- Administrative and operational supervision of all staff including academic and civil service employees. Performance evaluations of academic staff will be a shared responsibility with 4-H Youth Development Program Leader.
- Recruit, hire, train, supervise, and evaluate all on-site staff. Current staffing levels include a full-time Assistant Director, 48 seasonal camp staff, 10 extra-help cooks, 6 kitchen assistant, 1 maintenance worker, and a civil service secretarial employee involved in the programming, operations, and maintenance of 4-H Memorial Camp.
- Recruit and engage a volunteer advisory committee to offer advice from a customer/client perspective and provide innovative perspectives on how to achieve the camp's program goals.
- Implement and comply with University of Illinois and Extension policies and rules, federal and state personnel regulations, and labor contracts.
- Facilitate the professional development of all staff.
- Comply with Affirmative Action/Equal Opportunity policies and guidelines in all aspects of University of Illinois Extension work.

APPLICATION DUE

October 17, 2019

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/121558>

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

MORE INFORMATION

The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision and life insurance.

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Program Development and Implementation

- Development of a residential camping program consistent with American Camping Association standards; the Illinois 4-H Youth Development program, and University of Illinois Extension.
- Maximize the use of 4-H Memorial Camp by recruiting, serving, and maintaining contact with a diverse base of user groups with special customized program that meets their needs using camp facilities and resources.
- Direct traditional summer camp programs and other specialized outdoor oriented programs for youth/families marketed directly through the UofI Extension organization using 4-H Memorial Camp.
- Publicity, promotion and marketing of the camp program and facilities.
- Assess the needs of clientele in a systematic and analytical manner.
- Within the designated area(s) of specialization, develop innovative curricula and programs to address needs as well as to mesh with broader state and national interdisciplinary initiatives.
- Deliver high impact programs to diverse audiences utilizing a selection of innovative delivery mechanisms to optimize reach and effectiveness.
- Evaluate the impact of program initiatives in a planned and statistically relevant manner. Evaluation plans should focus not only on short-term impacts but also on long-term changes in clientele practices.
- Develop effective and contemporary approaches to communicate with clientele. This may include evolving electronic and social media technologies.

Organizational Leadership and Development

- Compete for internal and external resources to enhance the development of innovative educational programs with potential for high impact.
- Develop professional collaborations with University of Extension staff, Illinois 4-H Foundation, UofI College of ACES and other campus departments as appropriate.
- As needed, accept statewide responsibilities as requested by the 4-H Program Director to enhance the mission of the State 4-H Office.

Scholarship

- Establish professional relationships and participate in partnerships that tie academic programs and research to complement Extension programming. Partner with Extension Specialists and/or faculty on research projects as appropriate within the initiatives.
- 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

- Assist with and support the total University of Illinois Extension program.
- 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 as needed.
- Local, regional and (limited) statewide travel required; personal transportation required.
- 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. 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

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer.

The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans, and individuals with disabilities are encouraged to apply. For more information, visit go.illinois.edu/EEO.

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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.

Administrative and Programmatic Relationship: The Camp Director, 4-H Memorial Camp is administratively and programmatically responsible to the Assistant Dean, 4-H Youth Development.

QUALIFICATIONS:

Required: Master's degree related to outdoor recreation, camping, outdoor education, or related field. Candidates with a Master's degree in progress may be considered for interviews, but degree must be completed by hire date. A minimum of five to seven years of experience with youth programs or adult recreation programs. Experience in office/business operations including fiscal management, fund raising, budget development, and purchasing. Experience with managing maintenance and capital improvement needs of buildings and grounds. Knowledge and experience in program planning, promotion, and resource development.

Preferred: Teaching experience in informal and formal settings. Experience with an ACA accreditation process and/or related best practice work in camping or recreation.

Knowledge, Skills, and Abilities: (REQUIRED) Demonstrated ability to supervise and direct staff. Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work within a team environment. Knowledge of risk management best practice related to youth programs in camping or recreation. (PREFERRED) Demonstrated ability to build and maintain diverse networks. Practical knowledge of building construction (e.g. electrical, plumbing, carpentry)

Training, Licenses, or Certifications: (PREFERRED) American Camping Association, Certified Camping Director. Food Service Sanitation.

APPLICATION PROCEDURE:

To apply, go to <http://go.illinois.edu/121558>. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Resume dates 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 **October 17, 2019**.

For further information about the position please contact Amanda Taylor at ataylo@illinois.edu. For Technical assistance with the online application process, please email jobs@illinois.edu.