

**Texas 4-H Conference Center
Summer Staff Job Description
Program Assistant**

To Whom Responsible:

Work under the immediate supervision of the Texas 4-H Conference Center Director and be responsive to the directions of other Texas 4-H Conference Center permanent staff.

Nature and Purpose:

The Texas 4-H Conference Center Summer Program Assistants are responsible for teaching and conducting project workshops in the following areas:

Lifeguard	Riflery
Canoeing	Outdoor Environmental Education
Sailing	Arts & Crafts
Archery	New Games & Initiatives
Folk & Line Dance	Drama
Challenge Course facility	Cultural Education
Swimming	Others as needed or available

Program Assistant duties include:

- Provide leadership in planning, implementation and evaluating County Camps, Prime Time and SpecTra.
- Provide leadership and support for all scheduled summer activity groups, (i.e.: District Leadership Retreats, County Programs, Other User Groups, etc.)
- Set a good example, be a positive role model and promote activities for leadership development, project enhancement, self-image enrichment and self-concept awareness.

Major Duties and Responsibilities:

1. Accept responsibility and serve as Instructor of two project areas described under Nature and Purpose.
2. Develop teaching plan, implementation procedures and evaluation technique for a designated project area.
3. Be responsible for inventory and maintenance of equipment, gear and facilities in a designated project area.
4. Assist Maintenance Personnel in setting up, breaking down and preparing for incoming and outgoing groups.

5. Maintain Texas 4-H Conference Center facilities and grounds and enforce the rules and regulations with all participants.
6. Coordinate KP duties with groups assigned during each session.
7. Be creative, innovative and develop, maintain and utilize a positive and enthusiastic attitude with the total Texas 4-H Conference Center permanent and summer staff as to insure a positive experience for all participants.
8. Understand and adhere to all stipulations and requirements as described and established in the Texas 4-H Conference Center Summer Staff Contract.

Specific Responsibilities:

1. Be aware of special needs of all participants and encourage total participation of all clientele.
2. Utilize County Extension Agents, Volunteer Leaders and Staff Leaders in supportive and meaningful ways to help supervise activities. .
3. Assist with registration of County Camp, Prime Time and SpecTra participants.
4. Be willing to accept odd jobs or assignments as set forth by the Texas 4-H Conference Center Director.

Supportive Responsibilities:

1. Actively and enthusiastically participate in each and all activities and encourage all participants to do likewise.
2. Attend all scheduled and spontaneously called staff meetings.
3. Be responsible for living unit maintenance and cleaning procedures set forth by the Texas 4-H Conference Center Housekeeping Department.

Training Expectations:

1. All summer staff will be required to participate in Staff Development and Training May 17-30, 2009 at the Texas 4-H Conference Center.

**Texas 4-H Conference Center
Summer Staff Job Description
Counselor**

To Whom Responsible:

Work under the immediate supervision of the Texas 4-H Conference Center Director and be responsive to the directions of other Texas 4-H Conference Center permanent staff.

Nature and Purpose:

Each Texas 4-H Conference Center Summer Counselor Staff member is assigned to be housed in one specific living unit (dorm). Said Counselor is responsible for giving leadership and guidance to any and all participants assigned to their dorm for the duration of the session being attended.

They are additionally responsible for setting a good example, being a positive role model and promoting activities for leadership development, project enhancement, self-image and self-concept awareness.

Major Duties and Responsibilities:

1. Act as leader and serve as supervisor for boys or girls in both A and B sides of assigned living unit.
2. Inventory and maintain in good condition any and all items in assigned living unit (i.e.: beds, drawers, mirrors, floors, etc.)
3. Be responsible for living unit maintenance and cleaning procedures set forth by Texas 4-H Conference Center Housekeeping Department.
4. Coordinate KP duties with groups assigned during each session.
5. Assist Maintenance Personnel in setting up, breaking down and preparing for incoming and outgoing groups.
6. Maintain Texas 4-H Conference Center facilities and grounds and enforce the rules and regulations with all participants.
7. Be creative, innovative and develop, maintain and utilize a positive and enthusiastic attitude with the total Texas 4-H Conference Center permanent and summer staff as to insure a positive experience for all participants.
8. Understand and adhere to all stipulations and requirements as described and established

in the Texas 4-H Conference Center Summer Staff Contract.

Specific Responsibilities:

1. Work with Summer Program Assistant staff in a variety of activities such as sports, ceremonials, arts and crafts, and evening recreation.
2. Assist with educational and recreational programs by teaching or coordinating specified activities as assigned.
3. Be responsible for welcoming participants in dorms, locating beds, making them feel comfortable, etc.
4. Be responsible for encouraging 4-Her's to actively participate in all activities, eat appropriate meals, get proper amount of sleep, be considerate of all other participants, keeping dorms clean, etc.
5. Be responsible for awareness and enforcement of all Texas 4-H Conference Center rules and regulations concerning participation, inventory and property.
6. Be responsible for beginning and closing inventory forms of all user groups.
7. Utilize County Extension Agents, Volunteer Leaders and Staff Leaders in supportive and meaningful ways to help supervise activities.

Supportive Responsibilities:

1. Actively and enthusiastically participate in each and all activities and encourage all participants to do likewise.
2. Attend all scheduled and spontaneously called staff meetings.
3. Be responsible for living unit maintenance and cleaning procedures set forth by the Texas 4-H Conference Center Housekeeping Department.

Training Expectations:

1. All summer staff will be required to participate in Staff Development and Training May 17-30, 2009 at the Texas 4-H Conference Center.