2023 Job Descriptions

Barry Conservation Camp (BCC) is operated by the UNH Cooperative Extension 4-H Program in cooperation with the N.H. Fish & Game Department. Located in the scenic White Mountain National Forest, BCC provides a small close-knit community for its 40 campers & 11 staff. Small, cozy cabins house 7 campers & a counselor. Campers are grouped by age & gender. There are modern central toilets, shower facilities & a beautiful dining hall complete with a great kitchen.

Camp Director

The BCC Director is responsible for helping to create & maintain a positive culture & climate which is so valued at this special camp. A chief priority is maintaining a healthy & safe environment for all staff, campers, & volunteers. The BCC Director is responsible for overseeing just about everything related to the daily operation of camp. The position requires leadership, positivity, creativity, passion, respect, cultural competence, initiative, work ethic, enthusiasm, judgement, & a sense of humor.

Reports to: Camp Administrator
Pay Rate: $15,000 includes room & board while camp is in session.
Part-time seasonal position from January-August(January - April workload is roughly 10 hours a week & flexible)
Required to live on site from June 20 - August 8 (housing is provided)

Qualifications:

- 25 years of age (minimum) & Bachelor’s degree
- 2 years camp administration experience, including staff supervision
- Valid Driver’s license
- Ability to live at camp during the 4-H camp season including nights & weekends & physically access all areas of camp
- Knowledge of & Ability to Maintain A.C.A. Accreditation Standards & NH Health & Safety Regulations (or willingness to learn)
- Emotional maturity, sound judgement, stability & initiative
- Training in First Aid & Child/Infant CPR (will be provided)
- Interest & experience in hiking, canoeing, shooting sports, fishing, & the outdoors is helpful.

Specific Responsibilities:

- Help to hire, train & supervise all BCC staff including the assistant director, nurse, kitchen staff & counselors. Working at summer camp is often a transformative experience. We value that experience & want to help young adults learn to work in a positive & highly functioning environment to help foster their development.
- Coordinate the camp schedule. This includes educational programming as well as staff schedules & time off.
- Oversee all camp financial activities & maintain up-to-date accounting records.
- Supervise program delivery & all activities (including health & food services) at camp.
- Maintain all camp operations by the standards set by regulatory bodies.
- Make sure camp facilities are safe & well maintained. Work with the NH Fish & Game staff & Berlin Hatchery staff to complete emergency, routine & approved projects.
- Address any camper & other issues in a professional & efficient manner. Maintain open communication with camper parents and/or guardians.
- Keep the Camp Administrator appraised of how things are going on a regular basis. Rely on the Camp Administrator for guidance & assistance as needed.
- Prepare season-end evaluation & reports as required & requested.
- Always represent BCC enthusiastically & appropriately.
- Other duties as assigned by the Camp Administrator.

Assistant Camp Director

The Barry Conservation 4-H Assistant Camp Director will assist in maintaining the camp facilities and programs throughout the summer camp season. The Assistant Camp Director will help maintain a healthy and safe environment for all staff, campers, and volunteers through effective leadership and demonstrated commitment to philosophy and goals of UNH 4-H Camps.

Reports to: Camp Director & Camp Administrator
Pay Rate: $6,500 includes room & board and $500 gear sign-on bonus.
Required Dates: June 20 - 23 (Training), June 25 - August 09 (Camp Sessions)

Qualifications:

- 21 years of age (minimum)
- Bachelor’s degree preferred
- Camp administration experience, including staff supervision
- Valid Driver’s license
- Ability to live at camp during the 4-H camp season including nights & weekends and physically access all areas of camp
- Knowledge of and Ability to Maintain A.C.A. Accreditation Standards and NH Health and Safety Regulations (or willingness to learn)
- Emotional maturity, sound judgment, stability, and initiative
- Training in First Aid & Child/Infant CPR (will be provided)
- Interest and experience in hiking, canoeing, shooting sports, fishing, and the outdoors is helpful

Specific Responsibilities:

- Assist in the training and supervision of all Camp Staff. This includes assisting in the coordination and leading of staff orientation and inservices, systematically supervising all staff, and providing opportunities for corrective feedback during the summer season.
- Coordinate, schedule and supervise weekly programs including staff schedules, time off and program curriculums.
- Supervise program delivery of activities at camp, including but not limited to assisting with the development of new and innovative programs and maintaining existing operations at the highest quality.
- Develop and present program activities when needed.
- Maintain all camp functions within the standards set by the American Camping Association, State of New Hampshire Department of Health, University of New Hampshire, UNH Cooperative Extension, New Hampshire Fish and Game, and all other regulatory bodies.
- Address all camper issues in a professional and efficient manner. Maintain open communication with administrative team and Camp Director.
- Prepare weekly Family Newsletter as well as weekly and season-end reports as required and requested.
- Represent UNH 4-H Youth Camps enthusiastically and appropriately at all times and attend related functions representing UNH 4-H Camps as needed and requested.
- Any other duties as deemed necessary and appropriate by the Director and Camps Administrator.
Camp Counselor

The BCC Counselor has the overall responsibility of the health & well-being of campers in their charge. He or she will provide guidance to campers in daily camp living & maintain a safe & nurturing environment for campers. The Counselor will strive to provide a positive example, be a good team member, work well unsupervised, have excellent judgement, work hard, & have a good sense of humor. Serving as a Counselor at BCC will be a formative life experience – and a ton of fun!

Reports To: Camp Director & Assistant Director
Pay Rate: $4,000 includes room & board plus $500 gear sign-on bonus
Required Dates: June 20 - 23 (Training), June 25 - August 9 (Camp Sessions)

Qualifications:
• 18 years of age (minimum)
• Commitment & ability to work with children
• Emotional maturity, sound judgement, stability & initiative
• Dedication to the goals & philosophy of Barry Conservation 4-H Camp
• Training in First Aid & Child/Infant CPR (will be provided)
• Interest & experience in hiking, canoeing, shooting sports, fishing & the outdoors is helpful

Specific Responsibilities:
• Supervise small & large groups of campers. This includes but is not limited to living in a cabin with campers, taking responsibility for multiple cabin supervision, maintaining clear & reasonable expectations for campers, & promoting life skills growth in campers.
• Understand & enforce policies & safety procedures, actively identify & eliminate hazards & provide guidance to campers during emergencies.
• Take an active leadership role in camp community. This includes but is not limited to working cooperatively with camp staff, being a team player, accepting responsibilities as assigned & taking initiative to complete tasks as needed.
• Lead or assist with teaching in program areas, recreation activities & planning & leading activities.
• Supervise & account for the well-being of all campers within your charge including those assigned in a cabin group or those that are placed in your charge during program activities.
• Maintain open & constructive lines of communication with other staff members & the administrative team. Complete reports as required.
• Represent Barry Conservation 4-H Camp in an enthusiastic, supportive, & informative manner during camper check-in, check-out & at any time when dealing with the general public.
• Assist with pre-camp & post-camp duties.
• Any other duties as deemed necessary & appropriate by supervisory staff.

Health Care Supervisor

The UNH 4-H Camp Health Care Supervisor has the overall responsibility of the health & well-being of all campers. Additional duties might include helping to plan & administer Covid-19 policies & procedures as they relate to camper healthcare.

Reports To: Camp Director & Camp Administrator
Pay Rate: Starting pay $3,500 for season.
Required Dates: June 25 - August 09 - Part-time flexible position - Some pre-camp work to review medical forms starting June 12, 2023.

Qualifications:
• RN (strongly preferred) or LPN currently licensed in NH.
• Commitment & ability to work with children
• Emotional maturity, sound judgment, stability & initiative
• Commitment to the goals & philosophy of Barry Conservation 4-H Camp
• RN (strongly preferred) or LPN currently licensed in NH.

Specific Responsibilities:
• Before campers arrive, review the medications & health needs of each camper (may include contacting families by phone to clarify needs). S/he should discuss unusual requirements with the director or camp physician. S/he should be familiar with & reinforce the general policies.
• Be present during camper check-in (Sundays) to meet families, review health forms, intake medications, & check campers for common health issues.
• Work with the Camp Director to establish a schedule of daily consultation. This is not a residential position. However, there will be a time each day when the Nurse is on site to check on current health concerns or recent treatments, review the health log & incident/accident reports.
• Take an active leadership role in camp community. This includes but is not limited to working cooperatively with all staff campers, being a team player within the unit, accepting responsibilities as assigned & taking initiative to complete tasks as needed.
• Maintain open & constructive lines of communication with other staff members & the administrative team. Complete reports as required.
• Represent UNH 4-H Camps in an enthusiastic, supportive, & informative manner during Camper Check-In, Check-Out & at any time when dealing with the general public.
• Any other duties deemed necessary & appropriate by the Camp Director or Administrator.

Contact:
Andy Schafermeyer
andrew.schafermeyer@unh.edu
603-788-4961

Apply:
bit.ly/bcc-job