

*Putting knowledge to work with the people of Maine.*

**University of Maine 4-H Camp and Learning Center**

**at Bryant Pond**

**Position Title**: Summer Camp Director

**Rank:** Professional Level 1

**Department**: Cooperative Extension

**Reports to:** Director of Youth Programming and Community Partnerships

**Position Type:** Full-time, soft-money appointment, fiscal year (12 months)

*The employment of a unit member with a soft money appointment shall be contingent upon funding and successful job performance.*

**Organizational Overview:**

The University of Maine 4-H Camp and Learning Center at Bryant Pond is situated in the western Maine mountains and offers experiential education programming to diverse audiences year-round. These programs include summer camps, on-site day and overnight school programs, expeditionary learning opportunities, in-classroom outreach, after school mentoring programs, adult education and skill building, and professional development for teachers and client groups.

4-H stands as the largest youth development organization in America. Our commitment lies in recognizing the potential of all young people, advocating for access and equity for everyone, applying mentoring practices that foster youth thriving, developing positive learning experiences, and meeting young people wherever they are.

**Position Overview:**

The Summer Camp Director role is integral to the Bryant Pond and Greenland Point 4-H Centers Program Team. This team collaborates to uphold program quality and ensure site safety. This role is a leadership position that supports year-round programming.

Responsibilities vary by season and include staff recruitment, training, supervision, program development and delivery, risk management, serving as the “director on duty,” budgeting, scheduling, and property management. This position will oversee Bryant Pond 4-H summer camp and will support year-round programming in collaboration with the program team. Bryant Pond 4-H Center is the headquarters of the Maine 4-H Shooting Sports program. Successful candidates in this position will have an appreciation for the value of conservation education.

**Essential Duties and Responsibilities:**

**Safety and Risk Management**

* The Bryant Pond 4-H Summer Camp Director will be the primary on-call director for day and overnight summer camp and will share leadership responsibility in other seasons.
* Assist with the development and implementation of crisis and risk management procedures.
* Ensure compliance with industry and University of Maine standards, policies, and state and federal law.

**Leadership and Supervision**

* With the support of the Program Team, recruit, hire, supervise, and schedule up to thirty temporary professional positions, including Wilderness Trip Leaders, Camp Counselors, Waterfront and Health Center staff.
* With the support of the Assistant Director of Programs and Operations, provide pre-season communication with seasonal staff – employment paperwork, welcome letter and information, staff manual, training schedules, etc.
* Coordinate all aspects of day and overnight Summer Camp, including program design, weekly staff schedules, transportation needs, international staff support, and housing.
* Attend and supervise meals when on duty to make community announcements and establish an administrative presence.
* Supervise and schedule seasonal staff with campus maintenance and program area upkeep, ensuring that educational materials and supplies are available for program activities.
* Provide daily supervision of seasonal staff. Apply coaching and mentoring approaches that foster an anticipatory and supportive environment, encouraging clear communication and allowing space for open dialogue and feedback.
* Maintain a positive environment to ensure program quality and staff retention by building staff community and providing consistent, timely guidance, feedback, and problem-solving support.

**Staff Training and Development**

* Provide leadership and support for staff training and Program Team development.
* Role model and deliver innovative lessons demonstrating a clear understanding of experiential learning methodology and positive youth development.
* Assume primary or co-responsibility for the following staff training opportunities with the support of the Program and Leadership Teams:
	+ Seasonal Staff Training, including risk management, seasonal ecology, conservation education, and outdoor recreation, with a primary focus on summer camp.

**Program Delivery**

* Coordinate, schedule, plan, and lead a summer staff team in delivering a robust summer camp program for up to 120 youth participants per week for eight weeks per year.
* In non-summer months, support the Program Team in planning, scheduling, and delivering school-year programming to client groups in diverse settings, such as classrooms, virtual spaces, outdoor environments, expeditions, and field trips.
* In collaboration with the Assistant Director of Programming and Operations, provide clear pre-camp communication with clients—schedules, required forms, housing assignments, food needs, and student support requests.
* Facilitate clients' arrival, organize staff readiness, welcome campers, hold opening and closing circles for summer camp, and act as the lead contact for families.
* Lead groups of 8-20 students in ecology lessons, teambuilding, and outdoor skills.
* Instruct adult groups in professional development activities and outdoor skill building.

**Program Development and Curriculum Design**

* Seek opportunities to reach under-served and under-represented youth.
* Design curricula, lessons, and new program initiatives that meet the needs of our clients.
* In partnership with the Leadership Team, maintain and update the summer camp staff manual and manage the yearly revision of summer camp offerings and schedules to facilitate camper enrollment.

**Internal and External Collaboration**

* Advance the mission of the 4-H Centers by establishing and sustaining community connections that position the 4-H centers as leaders in outdoor, non-formal education and positive youth development.
* Establish and maintain ongoing client relationships with families, schools, state agencies, non-profit organizations, and other youth-serving groups.
* Participate in routine staff meetings and Statewide 4-H Camp gatherings to collectively uphold the mission, assess challenges, and celebrate successes.
* Provide leadership and record-keeping for seasonal and full-time staff meetings.
* Attend statewide 4-H meetings, retreats, and Cooperative Extension All Organizational and National Conferences as appropriate.
* Contribute to statewide 4-H Program Development Teams, Committees, and 4-H Content Area Working Groups.
* Recruit new staff, campers, and partners by attending community meetings, career and camp fairs, and outdoor sporting events around New England.

**Program and Staff Evaluation**

* Collaborate with seasonal staff to create personal development goals and occasionally oversee summer internships.
* Provide opportunities and systems for seasonal staff to offer feedback to their peers.
* In partnership with the Leadership Team, perform mid-term performance evaluations and exit interviews for seasonal staff.
* With the support of the Leadership Team, continuously monitor program delivery, review curricula, and actively seek and analyze feedback from youth, families, teachers, and staff to assess program quality and safety. Provide guidance to staff for necessary adjustments and acknowledge successes through positive feedback.
* Work closely with the Assistant Director of Operations and Programming to complete annual 4-H reporting requirements, including tracking program activities, success stories, youth enrollment numbers, demographics, program impacts, and compliance with civil rights standards.

**Facilities and Logistics**

* All team members have a shared responsibility to help maintain the program's equipment, facilities, and grounds. This includes various tasks such as shoveling snow, moving firewood, gardening, cleaning, and cooking. It also involves managing program areas such as the challenge course, waterfront, expedition equipment, farm/garden, and ranges.
* All team members are expected to develop and utilize systems for logistics, including food ordering, equipment distribution, vehicle usage, program calendars, and more.
* Collaborate with the Operations Team to supervise seasonal staff in the setup and shutdown of program areas during each season.

**Miscellaneous**

* Work with the Program Team to create 4-H Center information packets, brochures, and media announcements for summer programming.
* In partnership with the Leadership Team, seek funding and grant opportunities to support new program initiatives.
* Other reasonably related duties as assigned.

**Required Qualifications:**

* Bachelor’s degree in Outdoor Recreation Leadership, Adventure or Experiential Education, Environmental Studies, Education, or other related field
* 3+ years in a leadership role with supervisory experience
* 5+ years of experience in youth development programming with a focus on designing curriculum and instruction of educational programs in a camp setting
* Demonstrated ability to mentor staff and volunteers, creating cohesive and effective teams
* Experience and ability to develop and teach risk management policy for outdoor education programming
* Wilderness First Responder (or higher) and CPR for the Professional Rescuer Certification (or the commitment to acquire within two months of hire)
* Ability to obtain a Maine State Trip Leader Permit within the first six months of hire
* Ability to occasionally lift up to 50 pounds, walk/hike 5-8 miles carrying a 40+ pound backpack over uneven terrain, and participate actively in outdoor and classroom activities
* Valid driver's license; ability to travel in state and out of state with clients
* Experience driving 12-passenger vans with loaded trailers or the willingness to be trained upon hiring
* Effective oral and written communication skills with the ability to articulate ideas clearly and concisely

**Preferred Qualifications:**

* Master’s degree in Outdoor Recreation Leadership, Adventure or Experiential Education, Environmental Studies, Education, or other related field
* Experience training staff in challenge courses, climbing walls, and backcountry expeditions..
* Experience planning and delivering adult programming, including skill-building and professional development
* Other certifications listed above
	+ Maine Department of Inland Fisheries and Wildlife recreation safety instructor certifications in Hunter, Bow Hunter, ATV, and Boating Safety
	+ 4-H Shooting Sports Instructor Training and Certifications
	+ Lifeguard or Water Safety Instructor
	+ WFA or WFR instructor certification (SOLO or Red Cross)
	+ Maine Guide License
	+ Instructor Level Certifications in Leave No Trace, First Aid, Lifeguarding, Challenge Course
* Experience or certifications related to Science, Technology, Engineering, Art, and Math (STEAM) topics
* Interest in and/or demonstrated skills in shooting sports, hunting, rural living, gardening, and backcountry travel
* Experience with grant writing, financial management, and institutional reporting
* Proficiency with computer programs such as Microsoft Excel, Word and PowerPoint, as well as Google Drive and document management software.
* Experience working with diverse audiences; knowledge of diversity, equity and inclusion; and understanding of equal opportunity, affirmative action and civil rights policies.

**Work Environment:**

The base of operations for most programs is the Bryant Pond 4-H Camp and Learning Center, located in rural Oxford County. The Bryant Pond 4-H campus is a 160-acre parcel of forested land with a quarter mile of waterfront access to Lake Christopher (Bryant Pond). This property provides year-round facilities and extensive hiking trails, including access to Mt. Christopher, a high and low challenge course, an indoor climbing wall, remote campsites, outdoor classrooms, gardens, and ranges. Programs are held regardless of the weather; work conditions include cold, wet, and buggy environments.

All employees are expected to develop and maintain professional relationships with internal and external colleagues and clients to achieve common goals. These relationships should reflect courtesy, civility, and mutual respect. This position will require frequent travel for program business and outreach.

**Scheduling Expectations:**

University of Maine Cooperative Extension salaried employee’s work schedules are not tied to a fixed number of hours per day or week. The standard full-time work week is considered to be forty (40) hours. Business hours are typically 8:00 a.m. to 4:30 p.m. However, in the course of a year, the demands of the position vary to meet seasonal or programmatic needs. Flexibility is necessary, requiring periods of availability during evenings, weekends, holidays, and overnight.

**Schedule for Evaluation & Bargaining Unit:**

Evaluations for University of Maine Professionals Staff Association (UMPSA) unit members will be conducted regularly within the first six months of employment and then annually thereafter in accordance with the [UMS-UMPSA Agreement](http://myumpsa.org/files/documents/49a9631b-324e-4975-9cbc-b8e580e19d8c.pdf). Each new employee shall be required to serve an initial six-month probationary period and will be evaluated in writing. In partnership with their supervisor, 4-H Professionals are expected to develop and regularly review a professional development plan focused on position goals and key performance indicators. Supervisors will annually review each unit member's existing job description with them.

**To Apply:**

Materials must be submitted via "Apply For Position." The applicant will need to create a profile and application, upload a letter of intent (cover letter) addressing the specific job requirements, updated curriculum vitae (resume), and contact information for three (3) current professional references (names, addresses, phone numbers, e-mail addresses, and relationship to applicant). The applicant will also need to complete the affirmative action survey, the self-identification of disability form, and the self-identification of veteran status form. Incomplete application materials will not be considered.

All UMS employees are required to comply with applicable policies and procedures, as well as to complete applicable workplace-related screenings and required employee training, such as Information Security, Safety Training, Workplace Violence, and Sexual Harassment. Appropriate background checks are required.

*In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender, gender identity, or expression, ethnicity, national origin, citizenship status, familial status, ancestry, age, disability physical or mental, genetic information, or veterans or military status in employment, education, and all other programs and activities. The University provides reasonable accommodations to qualified individuals with disabilities upon request. The following person has been designated to handle inquiries regarding non-discrimination policies: Director of Equal Opportunity, 5713 Chadbourne Hall, Room 412, University of Maine, Orono, ME 04469-5713, 207.581.1226, TTY 711 (Maine Relay System).*