



Hartford County 4-H Camp is looking for an experienced and qualified Horse Camp Assistant Director to assist managing the Staff, Volunteers, Campers and their horses.

Camp runs: June 21-27.

Job Description

The Assistant Director helps the director in the care and instruction of campers and their horses. Focuses will include overseeing staff, camper and equine safety, equine care and instruction.

Abilities Required

- Possesses strong leadership abilities and organizational skills.
- Effectively run camp and be accountable for all staff, teen counselors, and campers.
- Strong knowledge of equine health and safety.
- Strong background in teaching riding and horse care to campers of all levels.
- Ability to observe behaviors of all staff, teen counselors, and campers in order to maintain appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to assist/supervise and develop special programs.
- Must possess the physical ability to lead, participate and oversee all camp activities in all areas of the camp facility. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Summer (Week Session) Duties

Leadership

- Provide feedback to all summer Horse Activity Staff around teaching skills, barn management, and camp horse health. Provide training when appropriate.
- Run a volunteer and staff meeting before campers arrive.
- Evaluate and oversee a high level of care of campers horses.
- Assist in creating and execution of lesson plans

Communication

- Interact with campers to ensure that their camp experience is safe, educational and fun.
- Handle questions, problems and concerns of parents/guardians before, during, and after camp.
- Communicate and work with the Horse Camp Director as an effective strong leadership team.

Safety/Security

- Adhere and monitor all safety procedures listed in the Emergency Response Plan/Risk Management Plan.
- State of CT Statutes for maintaining state filings and reporting such as mandated reporting.
- Adhere to and enforce to the camp's social media policy.

Off-Season Duties

- Provide a detailed summary of the week.
- Assist acquiring volunteer, paid and junior staff.
- Provide volunteer packets to staff including health forms, expectations, 4-H volunteer enrollment forms.
- Create schedule of volunteer staff availability and speciality.
- Assist in planning off season fundraising events
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Knowledge, Skills, and Experience

- Enthusiasm, patience, self-control and a sense of humor are a must!
- Motivated self-starter that desires to work with youth ages 9-17, as well as adult and junior staff
- Experience with horses and kids in education, recreation or other related fields.
- Current CPR, First Aid preferred or be willing to acquire.
- Willingness to be open minded to ideas presented from a variety of sources.

Employment is contingent upon ability to pass applicable background checks