Ridley 4-H Center
Co-Director Guidelines

I. Co-Director Responsibilities

A. Prior To Camp
1. Coordinate your camp week’s planning meetings
2. Coordinate your camp week’s volunteer training
3. Setup and coordinate camp schedules in cooperation with counties/camp staff
4. Coordinate camping numbers/bed space with other counties
5. Communicate with 4-H Center what cabins will be available/needed
6. Coordinate cabin assignments
7. Reassign/realign camp space as needed
8. Make sure agents/leaders are housed in same cabin with campers they are assigned to supervise (i.e. sharing of leaders of the same sex as campers)—leader ratios are county specific not camp-wide specific

B. Forms
1. Two week deadline
   a. # of male/female campers
   b. # of male/female teen volunteers
   c. # of male/female adult volunteers
   d. # of male/female Extension agents
e. All counties should report these numbers to the 4-H Center and Co-Directors on the Two Week Deadline Report Form—see form in the 4-H Camp Planning Manual

2. Arrival Day
   a. List of campers (name, race, sex)
   b. Camp Screening Tool—can be a separate sheet or your Excel spread sheet (exported from SUPER) can be modified to include the necessary elements
   c. Form 600A (2 copies) note: 600A revised 2014-camp has to keep one copy on file; the other will be in first aid room until Friday—make sure all counties pick up the 600A Form from first aid room and take them back to their county
d. Child Protection Verification List
e. Cabin Assignment Forms
f. Official Camp Totals Form
g. All counties should turn in these forms to the 4-H Center office by 5:00 p.m. Monday

3. Who Needs Cabin Assignment Form
   a. Office

Revised 3.2014
b. Co-Directors—please update it with the office during the week if camper goes home for whatever reason—also let office know if a camper(s) change cabins
c. Each Cabin Leader (can post it on the bulletin board in your cabin)

C. Co-Director Duties at Camp
1. Camp Week
   a. Co-director’s station will be located on the stage
   b. Make sure that all work/shift assignments are filled
   c. Assign agents/volunteers as needed to fill work slots
   d. Make sure that all agents and volunteers are helping at their stations
   e. Coordinate cafeteria assignments
   f. Communicate with Regional Staff if issues arise in work assignments (computer usage, etc.)
   g. Conduct daily staff conferences with agents/volunteers to review the day’s activities and plan for next day
   h. Friday morning cabin check-out

II. Health Issues
   A. You play the lead role for your camp week making sure all health issues are addressed accurately and efficiently according to camp policies and procedures
   B. Coordinate medical transportation for campers as needed and make sure camper supervision is maintained during these episodes
   C. Be familiar with where to go for medical treatment, etc.
   D. Be aware of any medical/dietary needs for your week whether it is a camper or leader—i.e. allergies, diabetes, physical disabilities, etc.

III. Agent Roles
   A. Recreation—organize games and tournaments for campers (putt-putt, soccer, softball, volleyball, kickball, camp themed games (i.e. heritage games) etc. provide behavior management; camp staff will help provide resources.
   B. Recognition—coordinate and produce video or slide presentation and daily camper recognition; coordinate and plan final recognition ceremony with co-directors. provide behavior management.
   C. Campfire/Inspiration/Vesper Coordinator—flag raising/lowering; coordinate vespers and thoughts for the day. coordinate campfire with 4-H Center’s Program Assistant; provide behavior management.
   D. Teen Coordinator/Project Groups—coordinate teen leader project groups. provide behavior management.
   E. Front Porch Crafts/Share Fair—coordinate craft house share fair. prepare and coordinate side porch craft activity. provide behavior management.
   F. Rifle Range—coordinate rifle range. provide behavior management.
G. **Rainy Day Activities**—coordinate games/activities to do indoors for weather interruptions. Provide behavior management. Camp staff will provide resources and assist.

H. **Activity Centers**—*All agents, adult and teen leaders*—supervise and assist activities. Provide behavior management.