

**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

- 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.