Location: 4-H Memorial Camp, 499 Old Timber Road, Monticello, IL  61856

The Camp Director serves as a regular, full time, 12 month academic professional with primary responsibility to provide leadership for outdoor education programs and on-site camping programs, facilities, finances, and personnel at 4-H Memorial Camp on a year-around basis.

The Camp Director provides leadership for all education programs offered by 4-H Memorial Camp both on and off-site, generally a total of 120 group events annually involving over 200 calendar days of programming, involving over 8,000 campers and 20,000 user days.

4-H Memorial Camp is considered self-supporting, given that it must generate enough income to cover $500,000 of annual operating expenditures and additional net funds to meet future capital improvement goals. Income is generated through user fees, fund-raising, farm rental, and grants.

4-H Memorial Camp is located in east central Illinois, five miles southwest of Monticello. The 250 acre camp is located next to Robert Allerton Park, a 1,556 acre park operated by the University of Illinois. Camp facilities currently consist of 32 summer cabins, Piatt Lodge and Iwig Meeting Room, 2 staff cabins, 5 summer restroom/bathhouse units, and kitchen and dining hall capable of accommodating 400 people. Program areas include an arts and crafts building, outdoor education building, recreation shelter, 16 acre lake with swimming beach, docks, and boathouse, climbing tower with high ropes elements, and low ropes team challenge course. Support buildings include an office, maintenance building, laundry building, and camp residence. The property also includes 80 acres of forest and a 40 acre agricultural field.

This is a security-sensitive position. Comprehensive background checks, including but not limited to a criminal conviction information check, a CANTS check, and a review of the Registered Sex Offender list, will be conducted.

Specific responsibilities of the Camp Director are as follows:

Fiscal Entrepreneurship and Resource Management:
- Implement and comply with both University of Illinois and Extension fiscal policies and carry out the camp’s fiscal and reporting responsibilities.
• Provide leadership with Extension Business Office, Illinois 4-H Foundation, State 4-H Office to secure the needed local resources to maintain and enhance the camp’s educational staffing, facilities, and program opportunities.
• Manage camp facilities as required to meet University of Illinois policies. Insure office and program delivery sites meet ADA and related guidelines.
• Reside at 4-H Memorial Camp for the security of property, staff and users.
• Manage risks consistent with campus and Extension policies.
• Utilize University of Illinois college and department resources for supplemental expertise in resource management, facility, and programming needs.
• Coordinate programming and facility management tasks with Allerton Park when and where possible.
• Provide leadership to improvements and on-going maintenance of all facilities, utilities, and natural areas including development of capital improvement projects which will benefit the growth and longevity of 4-H Memorial Camp programs and resources.

Personnel Management:
• Administrative and operational supervision of all staff including academic and civil service employees.
• Recruit, hire, train, supervise, and evaluate all on-site staff. Current staffing levels include a full-time Assistant Director, 48 seasonal camp staff, 10 extra-help cooks, 6 kitchen assistants, 1 maintenance workers, and a civil service secretarial employee involved in the programming, operations, and maintenance of 4-H Memorial Camp.
• Implement and comply with University of Illinois and Extension policies and rules, federal and state personnel regulations, and labor contracts.
• Facilitate the professional development of all staff.
• Comply with Affirmative Action/Equal Opportunity policies and guidelines in all aspects of University of Illinois Extension work.

Program Development and Implementation:
• Development of a residential camping program consistent with American Camping Association standards; the Illinois 4-H Youth Development program, and University of Illinois Extension.
• Maximize the use of 4-H Memorial Camp by recruiting, serving, and maintaining contact with a diverse base of user groups with special attention to those which share youth development; environmental/outdoor education; and/or leadership/teamwork initiatives. Provide a customized program that meets their needs using camp facilities and resources.
• Direct traditional summer camp programs and other specialized outdoor oriented programs for youth/families marketed directly through the U of I Extension organization using 4-H Memorial Camp.
• Publicity, promotion and marketing of the camp program and facilities.
• Assess the needs of clientele in a systematic and analytical manner.
• Within the designated area(s) of specialization, develop innovative curricula and programs to address needs as well as to mesh with broader state and national interdisciplinary initiatives.
• Deliver high impact programs to diverse audiences utilizing a selection of innovative delivery mechanisms to optimize reach and effectiveness.
• Evaluate the impact of program initiatives in a planned and statistically relevant manner. Evaluation plans should focus not only on short-term impacts but also on long-term changes in clientele practices.
Develop effective and contemporary approaches to communicate with clientele. This may include evolving electronic and social media technologies.

Compete for internal and external resources to enhance the development of innovative educational programs with potential for high impact.

Establish professional relationships and participate in partnerships that tie academic programs and research to complement Extension programming. Partner with Extension Specialists and/or faculty on research projects as appropriate within the initiatives.

Develop professional collaborations with University of Extension staff, Illinois 4-H Foundation, U of I College of ACES and other campus departments as appropriate.

Market and represent Extension’s interests to external partners and stakeholders in areas related to expertise.

Serve as an effective team member and volunteer for leadership roles as appropriate.

Comply with all reporting deadlines and requirements (e.g. plans of work, activity and impact reporting, etc.)

As needed, accept statewide responsibilities as requested by the Program Leader.

Be an active member within a professional society(s) to keep abreast of changes within your discipline.

Continually seek professional development opportunities to enhance competency in subject matter area.

Assist with and support the total University of Illinois Extension program.

Serve as Liaison with Central Illinois 4-H Camp Association.

Administrative and Programmatic Relationship:

Camp Director, 4-H Memorial Camp is administratively and programmatically responsible to the Assistant Dean, 4-H Youth Development.

Required Qualifications:

- Master’s degree related to Outdoor Recreation, Camping, Outdoor Education, or related field from an accredited institution of higher education. Candidates with a Master’s degree in progress may be considered for interviews, but degree must be completed by hire date.
- A minimum of five to seven years of experience with youth programs or adult recreational programs.
- Demonstrated ability to supervise and direct staff.
- Experience in office/business operations including fiscal management, fund raising, budget development, and purchasing.
- Experience with managing maintenance and capital improvement needs of buildings and grounds.
- Strong oral and written communication skills. Evidence of strong interpersonal skills and ability to work within a team environment.
- Local, regional and (limited) statewide travel required; personal transportation required.

Preferred Qualifications:

- American Camping Association, Certified Camping Director.
- Teaching experience in informal and formal settings.
- Demonstrated ability to build and maintain diverse networks.

Additional Information

The position is a full-time, benefits-eligible, non-tenure academic professional position appointed on a 12-month service basis. The expected start date is as soon as possible after the closing date. Salary is commensurate with experience and qualifications. Generous vacation and sick leave. State Universities Retirement System. Group health, dental, vision, and life insurance.
**Application Procedure:** To apply, go to http://go.illinois.edu/A1500081. Log in to your account and upload a cover letter and resume, as well as the names and contact information of three professional references. Transcripts may be requested at a later date. To receive full consideration, all requested application materials must be submitted via the online system by the close date of **February 27, 2015**. Interviews may take place prior to closing date however no hiring decision will be made until after the close date.

For further information about the position please contact Denise Oberle at dlegvold@illinois.edu.

Illinois is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, status as a protected veteran, or status as a qualified individual with a disability. Illinois welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity (www.inclusiveillinois.illinois.edu).