

County Commissioners:  
William Sands, Chair  
Larry Rhodes, Vice Chair  
Todd McNeill  
Paula Perry  
Jeff Rose

County of Ashe  
150 Government Circle, Suite 2500  
Jefferson, North Carolina 28640

County Manager:  
Sam Yearick  
  
Clerk to the Board:  
Ann J. Clark, MMC, NCCCC

## 2018 4-H LEADS Summer Camp Instructor *Qualifications and Job Description*

### **Supervision:**

The program is supervised by the 4-H LEADS 21<sup>st</sup> Century Community Learning Center Coordinator.

### **Qualifications**

- 21 years of age or older
- Four year degree or equivalent preferably in K-8 Education
- Experience working with school age youth preferred
- Working knowledge of NC Essential Standards and Common Core
- Possess an appropriate N.C. Operator's License issued by the State Department of Motor Vehicles
- Able to lift and carry up to 50 pounds
- Able to work with diverse clientele
- Must have the ability to communicate effectively in both written and verbal form
- Plan and direct the work of others
- Complete a personnel file to include (updated as needed):
  - Application for employment
  - I-9
  - Three references
  - Tax forms
  - Physician's statement the first year and health documentation annually thereafter – to include the results of a TB test signed by appropriate medical personnel
  - Emergency information on staff
  - Successful Completion of a Criminal Background Check (Local and National)
  - Successful Completion of a Drug Test
  - Completion of all County of Ashe Policies and Procedures Acknowledgements (ex.: Substance Abuse Policy, Social Media Policy, etc.)
  - Other forms/documentation as required

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**Duties:**

- Responsible for organizing week-long camp activities in the area of camping and nature (activities must engage all participants by including innovative, experiential and non-traditional hands on learning activities, field trips, and guest speakers)
- Develop daily lesson plans to include goals, objectives and evaluations before June 1, 2018.
- Responsible for purchasing all needed materials for the camp activities
- Supervise, guide, and engage all children in program as part of child/staff ratio
- Maintain professionalism and confidentiality
- Build positive relationships with participants, families, staff, community and partners (daily)
- Assist 4-H LEADS 21<sup>st</sup> Century Community Learning Center Coordinator in planning and implementing end of summer family day to incorporate what participants have focused on during the summer weeks
- Record time sheet information daily – turn in a time sheet signed by the 4-H LEADS 21<sup>st</sup> Century Community Learning Center Coordinator as scheduled
- Responsible/Reliable team member
- Accurately complete, on time, all required paperwork and/or reports
- Conduct other duties as requested by Supervisor as needs arise

**Work Schedule:**

- Part-time temporary position
- Up to 29.5 hours per week (5.75 hours per day for 5 days) for 8 weeks
- Work schedule varies

**Rate of Pay:**

- \$15.00 per hour

**ASHE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

*Updated 2/21/2018*