September 12, 2016

Shelby County 2017 4-H Camp Counselor Application Packet

Dear Potential Camp Counselor:

It is time to start thinking about the 2017 4-H Camping Program! The 2017 Shelby County 4-H Camp will be held **June 7-10, 2017, at 4-H Camp Clifton**. You can be a part of the camping program by being selected as a 4-H Camp Counselor.

Teens are selected to be care providers and activity coordinators for younger campers based on a selection process that is very similar to a real-life job selection process. As when applying for a real job, you should **complete and provide all requested items** for the camp counselor position.

I ask that if you are interested in becoming a 4-H Camp Counselor you show commitment, dedication, responsibility, and accountability. Counselors will be required to attend training (18 hours, January – June) and help out when needed. If interested in this position, you need to:

| Sections A, B & C | will need to be turned into the Extension Office no later than Friday October 14, 2016 at 4:00p.m. |

A. **Application** – Candidate complete the enclosed application (pages 3-5).

B. **Essay** – One page (1) essay must be included in your application packet with the topic of your future career plans and how camp will help you towards that path.

C. **Reference Forms** – Two (2) reference forms must be returned to the Extension Office no later than October 14, 2016. Cannot be from family members or other youth. Potential references include: Club advisor, teacher, employer, pastor, etc.

D. **Interview** – Call Extension Office to schedule an interview time: **NEW THIS YEAR!! ONLY 1st (first) and 2nd (second) Year Counselors MUST interview.** Interview time and days are set for: Tuesday, October 18th, 3:00 – 7:00pm OR Wednesday, October 19th, 3:00 – 7:00pm. Dress is business casual (no jeans or sweats). YOU must call the Extension Office to schedule an appointment. 15-minute block intervals. Block is 5 people or less.

We wish you the best in your efforts to be selected as a 2017 4-H Camp Counselor. It would be a pleasure to work with you and your involvement with the camping program would be a privilege and responsibility. If you have any questions, please do not hesitate to contact me.

Sincerely,

Laura Norris
4-H Extension Educator
norris.198@osu.edu

Lydia Rinehart
4-H Extension PA
rinehart.163@osu.edu
Shelby County 2017 4-H Camp Counselor Application Packet

Announcement

POSITION: 4-H Camp Counselor
Male Counselors – approximately 20 positions available
Female Counselors – approximately 25 positions available

*Alternates will be selected in the event that camper numbers increase and additional counselors are needed or if a selected counselor does not meet their requirements.

DESCRIPTION: Immediate openings available for older youth wishing to be involved in the 2017 4-H camping program. Responsibilities include serving on at least one committee to plan and implement specific portions of a camp's program; teaching workshops; and assignment to a cabin providing round-the-clock care for the campers living in that cabin. Campers will have completed grades 3rd – 7th. Position reports directly to the Camp Director; supervision by total camp staff.

REQUIREMENTS: Candidates must currently be in high school (9th – 12th grade) and at least 2 years older than the youngest person in their cabin and enjoy working with younger children. Camp counseling can be and is encouraged to be taken as a 4-H project. Selection based upon application, recommendations, interview, teaching activity/demonstration, previous leadership and camping experiences, and ability to be a role model. Candidates must satisfactorily complete ACA requirement of 24 hours counselor training prior to camp. It will be the responsibility of the candidate to make-up loss hours; however, if training requirements are not met, an alternate will take the position of counselor. **If selected and not currently enrolled in 4-H, candidates MUST sign up for 4-H, join a club, and complete a project.**

BENEFITS: Develop leadership skills, gain self-confidence, assist in personal development of younger campers, and meet new friends. Reduced camp fees. (Camp Counselor fee for 2017 is $130.00). Unforgettable lifetime memories will be created.

A. Application Packet due no later than October 14:
   - Pages of the application and forms.
   - Essay
   - Two (2) reference forms

B. Call Extension Office to schedule an interview time:
   - ONLY 1st and 2nd Year Counselors MUST interview.
   - Tuesday, October 18th, 3:00 – 7:00pm OR
   - Wednesday, October 19th, 3:00 – 7:00pm

C. Come to scheduled interview time:
   - Dress business casual (no jeans or sweats)

D. Letters will be mailed out 2 weeks after selection process and interviews are completed.

E. The first meeting is scheduled for:
   - January 16, 2017, 11:00-3:00pm
     Pack lunch/drinks/snacks

PLEAS NOTE:

4-H Camp Counselor
Pay a reduced camp fee of $130. It is NOT free.

* Teen counselors who are 18 years of age before camp or turns 18 during camp will also be required to complete a BCI. These background checks, commonly called BCI reports, cost $35 per person. Funding (i.e., reimburse) may be provided.

**If you have any questions about this please feel free to contact the office at 498-7239.**
Shelby County 2017 4-H Camp Counselor Application Packet

1. All applicants must be a current high school student (freshman – senior).
2. First and Second year applicants will be interviewed; Dress is business casual.

Name ________________________________________________________________

Age (January 1) _____________ Date of Birth _________________ (00/00/0000)

Home Address ________________________________________________________
(Street) (City) (State) (Zip)

Email ________________________________ Home Phone _________________________

Cell Phone ___________________________ Is texting an option? (circle) Yes No
In case of injury or accident, notify:
Name ____________________________ Relationship ____________________ Phone _____________

Why do you want to be a camp counselor? _______________________________________
______________________________________________________________________________

What traits, skills, or special experiences do you have that would benefit you in this position? (Please include experiences working with children and youth.) ________________________________
______________________________________________________________________________
______________________________________________________________________________

What skills or contributions will you add to the counselor team in making sure camp is successful? (First Aid, Babysitter’s Course, Recreation, etc.) ________________________________
______________________________________________________________________________
______________________________________________________________________________

What hobbies and/or special interests do you have that you would like to share? ________________________________
______________________________________________________________________________
______________________________________________________________________________

Please list 2 of your strengths. ________________________________________________
______________________________________________________________________________
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CAMP EXPERIENCE
Number of years as 4-H camper ________________________ Number of years as 4-H camp counselor ________________________
Other camp (Conservation/ Scout/School/Church, etc.) experience: Name / Year Attended / Responsibilities

CAMP PROGRAMS
Rank the following camp programs that are of interest to you and in which you could give leadership if selected as a counselor. Rank 1-4 with 1 (favorite) under both Daytime Programs and Evening Programs.

Daytime Programs
______ Crafts
______ Afternoon Recreation
______ Theme & Decoration
______ Songs

Evening Programs
______ Campfire
______ Flags
______ Evening Recreation
______ Inspiration

CAMP THEME & IDEAS
Write your theme for 2017 4-H Camp below and three specific ideas to carry out that theme.

Theme:

Activities:
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________

ESSAY
Typed (preferred), one page, and double spaced.
TOPIC: What is your future career plan and how will being a camp counselor help you?

ADDITIONAL INFORMATION
Are there any activities that will conflict with attending counselor meetings between January and May?
Circle  YES  or  NO. If yes, what is (are) the conflicts(s)? (Sports, Work, etc.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
REFERENCE FORM

___________________ is applying as a camp counselor at 4-H Camp this summer. The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on your knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant’s qualities, using this scale:

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2. Please write any additional comments here:

Signed: __________________________________________ Date: __________________

Printed Name: __________________________________________

Relationship to Applicant: __________________________________________

Address: ______________________________________________________________________________

Email: __________________________________________ Phone: __________________

Please return no later than Friday, October 14, 2016

OSU Extension, Shelby County 810 Fair Road, Sidney, OH 45365
Office (937) 498-7239 – Fax (937) 498-7241 rinehart.163@osu.edu / www.shelby.osu.edu

Please note: Please submit in a sealed envelope. For questions contact the OSU Extension Office.
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4. Please write any additional comments here:

Signed: ___________________________ Date: ________________
Printed Name: ________________________________
Relationship to Applicant: ________________________________
Address: ____________________________________________________________
Email: ________________________________ Phone: ________________________________

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4-H CAMP COUNSELOR CODE OF CONDUCT

I, ______________________ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp.

I understand that I am taking on a different role at camp. I am applying to serve other, not to go purely for my own enjoyment. By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:

✓ Attend the required number of counselor training sessions. I understand I will be dismissed if I am not able to complete the required training.
✓ Abide by the No Cell Phones at Camp Policy (note: unless otherwise authorized by Extension staff)
✓ Treat other peers with respect.
✓ Not bully fellow counselors or participate in goat-play or hazing.
✓ Conduct myself as a positive role model and be responsible.
✓ Set a good example by not using profanity or telling off-color jokes, and stories.
✓ As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
✓ Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, utility, etc.), lighters, matches, fireworks, explosives, firearms, weapons, etc.
✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
✓ Be a responsible cabin counselor and ensure campers are provided guidance towards a safe and fun week.
✓ Ensure that all campers are supervised by counselor staff at all times. Be sure that all campers know that they must remain on the camp grounds at all times and are responsible for their behavior at all times.
  o Get to know each of the campers personally and by name.
  o Have all campers, including myself check in any of their medications with the nurse.
  o Make sure each camper uses personal hygiene.
  o Make sure that all of my campers are familiar with camp facilities and camp rules
  o See that all campers are involved in all activities. Make sure no one is excluded.
✓ Check for illness or injury. Go with hurt or sick campers to the nurse no matter how minor the ailment.
✓ Follow guidelines for lights out, and cabin supervision. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
✓ Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
✓ Urge safety at all time. Take time to explain how and why to do something safely.
✓ Work as a team to plan, organize and conduct all camp activities.
✓ Be flexible with counseling and adult staff.
✓ Participate in camp promotion.
✓ Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and understand that failure to comply with these rules could result in probation, or loss of counseling position for the year.

Applicant’s Signature ______________________ Date ____/_____/_____
Parent/ Guardian Signature ______________________ Date ____/_____/_____