

Jamestown 4-H Educational Center



Staff-in-Training (SIT) Position Descriptions



Staff-in-Training (SIT)

The Staff-In-Training (SIT) program offers a select number of qualified teens the opportunity to serve as “junior” staff members for a week-long period, with the potential to serve a second week for those with exceptional performance. SIT’s have the opportunity to positively impact campers from counties other than their own while experiencing “the life of a staff member” as well. SIT’s will be assigned a mentor (a veteran staff member) on a weekly basis with whom they will spend much of their time during that week, while assisting with classes and other camp operational responsibilities. SIT positions are volunteer positions with lodging and meals provided. If at any point the SIT is not meeting expectations set forth in their orientation, their involvement in the SIT program will be terminated and they will be asked to leave the 4-H Center at that time. Ultimately, a successful SIT experience gives the SIT the opportunity to showcase their abilities and their benefit to the Jamestown 4-H Center’s Junior 4-H Camping program and improve their chances to be hired in subsequent years for a position on camp staff. However, participation in the SIT program *does not guarantee* employment in subsequent years.

Duties

The primary duties include: support of staff with instruction of classes, daytime youth supervision, and being a positive role model for campers and teens. Other duties SITs are expected to perform on a rotational basis are: meal service, assemblies, recreation supervision, conducting special afternoon recreational activities, evening programs, store, and other assigned duties as directed by the Program Director.

Eligibility

To be eligible for the SIT program, you must be at least 17 years of age. Applicants for the SIT program should be current or former teen counselors in our Junior 4-H Camping program and must have a letter of recommendation from their local 4-H Agent (if no 4-H Agent is currently employed in that county, recommendation must be received by the person responsible for the 4-H program in that county).

Make a difference in children's lives, COME WORK WITH US!!

Support Positions Available for Instructor Positions listed below:

Camp Medic: Serves as the qualified medical staff for the camp; must be able to give full professional attention to injuries, sickness, and health hazards; must be familiar with all risks of communicable blood borne pathogens and the prevention thereof; must keep accurate and timely records of all injuries, sicknesses, and treatments; keep an accurate and stocked inventory of medical supplies and first aid kits, and assist with the prevention training of all summer staff. Must be responsible and mature in direct dealings with youth, agents, parents and supervisors. REQUIREMENTS: preferred current certification as nurse or EMT; 1st aid and CPR certification a must.

CIT: Teach CIT classes to youth. Plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: Experience with peer and mentoring relationships and activities preferred. Strong leadership skills, decision-maker, flexibility in working with others, good work ethic. Responsible for teaching basic leadership and citizenship to youth in accordance with 4-H CIT Curriculum.

Swimming Instructor: Teach swim safety and classes to youth. Supervise and schedule all pool activities, including swim classes, recreational swimming, lifeguards, scheduling, water quality, and pool sanitation. Will assist and lead in-service trainings for peer staff. REQUIREMENTS: Lifeguard Training, basic swim/stroke knowledge, leadership and scheduling skills; WSI certification preferred.

Canoeing and/or Kayak Instructor: Teach canoeing and/or kayaking classes, strokes and safety. Plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: Lifeguard Training and Canoe Certification. Must be able to safely lift 50 pounds.

Sailing Instructor: Teach sailing classes, management and safety. Plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: Lifeguard Training and Sailing Certification. Must be able to safely lift 50 pounds.

Marine Science Instructor: Teach environmental and James River ecosystem activities, including seining, identification and laboratory studies for youth; manage the Aquatic Resource Center and specimens exhibits. Plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: Experience with teaching environmental education activities preferred.

Forestry Instructor: Teach all Natural Resource and Forestry activities, including tree id, growth patterns, and animal habitats of the local flora/fauna for youth. Responsible for the upkeep, inventory and storage of all environmental education areas. Plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas, and inventory. REQUIREMENTS: Experience with teaching environmental education activities preferred.

Archery Instructor: Teach shooting safety and basic skills class, care and maintenance of equipment and range, plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: NAA certification or 4-H Shooting Education Archery Instructor Certificate or equivalent.

Riflery Instructor: Teach shooting safety and basic skills class, care and maintenance of equipment and range, plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: NRA certification or 4-H Shooting Education Rifle Instructor Certificate of equivalent.

Outdoor Living Skills Instructor: Teach outdoor skills class (inclusive of LNT), maintain equipment, organize/conduct on-site camping, plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: background in outdoor adventure activities and passion in sharing these skills with children.

Challenge Course Instructor: Teach low ropes & initiatives, cooperative games, and decision making to youth, care/ maintenance of equipment and ropes course, plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas and inventory. REQUIREMENTS: ropes course experience and training.

Robotics Instructor: Teach basic computer skills, parts, and programs to youth. Oversee and maintain all workings of robotics lab. Plan and facilitate other programs with other staff, other camp duties. Must maintain equipment, teaching areas, and inventory. REQUIREMENTS: Experience with computers and robots preferred.

How to Apply

Fill out the staff application and return to:

Marlie Smith – Program Director
Jamestown 4-H Educational Center
3751 4-H Club Road
Williamsburg, VA 23185

Jamestown 4-H Educational Center



Staff-in-Training Application



Please fill in each item completely. Use N/A if not applicable. Use additional pages if needed.

I. Personal Information

E-Mail Address: _____

First Name: _____ Middle: _____ Last Name: _____

Social Security #: _____ Date of Birth: _____ Male/Female

Permanent Address: _____
 _____ Phone: _____

School Address: _____
 _____ Phone: _____

II. Camp Skills - Please rate each area on the following scale: 1= can lead; 2=can assist; 3=interested but not knowledgeable; 4=no interest; **Fill in the blanks with your other hobbies or skills that could benefit the camp program.

	Group Games		Song Leading		Archery		Rifle
	Ropes/Initiatives		Diving/Swimming		Marine Science		Performing Arts
	Leather Craft		Recreational Sports		Robotics		Canoeing
	Campfire Programs		Arts & Crafts		Animal Science		Outdoor Living Skills
	Marine Science		Forestry		Retail –ordering, etc		
	Kayaking		Media/Computer (Web/Slideshow)		Leadership Development (CIT)		

III. Certifications – Please attach copies of your cards. CPR and First Aid certification will be **required** of staff.

Professional Certifications – Please list all current certifications and date (month/year) of expiration	
4-H Certifications or SST Certifications – Please check and list year acquired. Use blank spaces as needed to fill in additional certifications.	

IV. SIT Instructor Support Position(s) Desired & Schedule – Please rank the type of support positions in order of preference with **1** being first, followed by **2, 3, 4, etc...**

Archery Instructor _____	Rifle Instructor _____	Swim Instructor _____	Camp Medic _____
Kayak Instructor _____	Canoe Instructor _____	CIT Instructor _____	Sailing Instructor _____
Low Ropes Instructor _____	Lego Robotics Instructor _____	Outdoor Living Skills Instructor _____	Marine Science Instructor _____
Forestry Instructor _____			

Summer 2012 Jr. Camp Schedule – Please check one of the boxes below

Camping Session Date	Availability (check all that apply)	Interest (Rank 1 – 7)
June 18 – 22, 2012		
June 25 – 29, 2012		
July 2 – 6, 2012		
July 9 – 13, 2012		
July 16 – 20, 2012		
July 23 – 27, 2012		
July 30 – August 3, 2012		

V. Education

High School Name	City, State	Grade(s) Completed	Graduation Date

College Name	City, State	Major	Years (as of May 2012)	Graduation Date

VI. Employment History and Experience *(Start with most recent position)*

Position: _____ Date: _____ to _____ Phone: _____

Employer: _____ Address: _____

Position: _____ Date: _____ to _____ Phone: _____

Employer: _____ Address: _____

VII. References Please list three people (not relatives) who have knowledge of your character, experience, and abilities. Please be sure to write legibly.

Name	Relationship	Phone	Email

VIII. Personal Camp Statements

Why are you interested in participating in the Staff-In-Training Program?

Describe your experience with 4-H and the 4-H Camping Program.

How can you benefit the 4-H camping program through your participation in the SIT program?

T-Shirt size _____

IX. VOLUNTARY DISCLOSURE STATEMENTS

1. Please provide a list of previous residences for the last five years (*include college and home residences*):

City	State	Years
2. Have you ever been convicted of any crime relating to any manner with children and/or your conduct with them?
_____ Yes _____ No If yes, please explain: _____
3. Have you ever been convicted of any crime including, but not limited to sexual or physical abuse of a child, and/or any crime similar in any manner? _____ Yes _____ No If yes, please check appropriate response and explain: _____
4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?
_____ Yes _____ No If yes, please explain: _____
5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to domestic order or protection? _____ Yes _____ No If yes, please explain: _____
6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?
_____ Yes _____ No If yes, please explain: _____

Are you a citizen of the U.S.? _____ Yes _____ No

If "NO", do you have the legal right to work in the United States? _____ Yes _____ No

(All new employees are required to provide documents establishing their identity and eligibility to work in the United States.)

Have you ever been fired or asked to resign from a job? _____ Yes _____ No

Have you ever, as an adult, been convicted of either a misdemeanor or a felony? _____ Yes _____ No

(If the answer to either of the two prior questions is "YES", please use additional pages to specify details, date of conviction, name of court, nature of offense and disposition; or explain the separation from your job.)

X. CERTIFICATION

I hereby certify that the statements made by me in this application and any attachments hereto are true, complete, and correct to the best of my knowledge and are made in good faith. I also understand that any false, incomplete or misleading statements made herein shall be sufficient reason for rejection of this application or immediate dismissal. I understand that all information is subject to verification and I consent to reference and former employers being contacted concerning my qualifications for employment.

I also understand that by applying for a position at Jamestown 4-H Educational Center, Inc., the information which I have furnished on the application and on this page is subject to verification, which may include a criminal history check, driving record and request from any Central Registry of child abusers.

Printed Name: _____ Signature: _____ Date: _____

XI. SUBMITTING APPLICATION

Please return SIT Application, copies of certifications, cover letter and any additional completed pages to:

Marlie Smith
Program Director
Jamestown 4-H Educational Center
3751 4-H Club Road
Williamsburg, VA 23185

Email: smithm06@vt.edu Phone: 757-253-4931 Fax: 757-253-7231



The Jamestown 4-H Center programs and employment are open to all regardless of race, color, religion, gender, age, veteran status, national origin, disability or political affiliation. An equal opportunity/affirmative action employer.