

# Virginia Cooperative Extension

A partnership of Virginia Tech and Virginia State University



## James City Unit

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Toano, VA 23168  
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<http://offices.ext.vt.edu/james-city>

TO: Potential 4-H Camp Counselors and Counselors-In-Training (C.I.T.)

FROM:

Jeremy Johnson, Associate Extension Agent, 4-H

DATE: February 17, 2010

SUBJECT: **2010 Information – Please keep if applying for a position**

**Camp Dates:** James City/Williamsburg/Essex 4-H Junior Camp  
June 28 – July 2, 2010

**Interviews:** 4-H Camp Counselor interviews will be via phone and in-person and will be conducted in April. You will be contacted for an appointment.

**Training:** The responsibilities of this position require a significant amount of training for all counselors. A mandatory overnight training session will be scheduled for May 22 – 23 at Jamestown 4-H Center. In addition, **you will be responsible for documenting that you have had an additional 8 hours of relevant training or youth work experience since July 1, 2010. All training experiences are subject to approval by the 4-H agent.**

**Cost:** Counselors and Counselors-In-Training will be responsible for the cost of the overnight training approximately \$45. The camp fee for counselors is \$50 and for counselors-in-training is \$165. Scholarship applications are available.

**Selection:** A committee will review all materials and make selections. Selection is based on many factors, including application, interview, references, experience, attitude, training, and 4-H participation. Current 4-H participation is a primary consideration. Preliminary selections will be made in early April. However, the 4-H agent reserves the right to withdraw selection if training requirements are not met, or if the applicant demonstrates behavior that is inappropriate for this type of position. **Applicants not selected for Counselor-In-Training positions will be permitted to return to camp as a camper in 2010.**

**Questions:** Please contact Jeremy Johnson at 564-2170 or jejohns1@vt.edu.  
[www.ext.vt.edu](http://www.ext.vt.edu)

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Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.

# 4-H CAMP TEEN COUNSELOR RESPONSIBILITIES

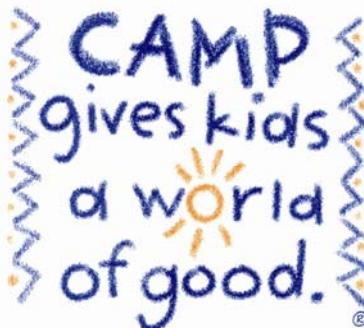
## Qualifications:

- Age
  - Counselor 14 - 18 as of January 1 of the camp year
  - Counselor-In-Training 13 as of January 1 of the camp year
- Completed application (**DUE March 31**), interview, references, and training requirement (see attached)
- Demonstrated desire and ability to work with younger children
- Resident of James City County or Williamsburg (*Exceptions are possible if teen is attending with an adult volunteer, but teen still must meet other requirements.*)

## Responsibilities at Camp:

- Supervise campers both in cabins and during all activities.
- Show a positive attitude, lead by example, and be a role model for campers.
- Participate in all camp activities, and be on time for these activities.
- Provide motivation and encouragement for all campers, especially those who have trouble adjusting to camp.
- Assist campers with cabin and team duties, and make sure these duties are completed.
- Provide leadership for team activities.
- Abide by all rules of the 4-H Center, as well as other rules outlined by 4-H agents and staff.
- Help settle and account for campers at lights-out.
- Spend quality time with campers, not with other counselors and camp staff.
- Assist 4-H camp staff and agents with classes, programs, and routine duties as needed.
- Immediately inform adult leaders of any problems and concerns.
- Have fun, while remembering they are at camp as leaders, not campers.
- At all times, exhibit traits of good character: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

If you are a person with a disability and desire assistance or accommodation, please notify Jeremy Johnson, James City County Unit at 757-564-2170/TDD\* during business hours of 8 a.m. and 5 p.m. \*TDD number is (800) 828-1120.



Name: \_\_\_\_\_

Date Received in Extension Office: \_\_\_\_\_

Mail: \_\_\_\_\_

Person: \_\_\_\_\_

Dates: James City/Essex; June 23-27, 2008



18 USC 707

# Application for Volunteer 4-H Camp Teen Counselor

**This application is due:** \_\_\_\_\_

**Send to:**

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Developed by: Cathy Sutphin, Extension Specialist, Volunteerism; Michele Adcock, Extension Agent, 4-H Youth Development; Jennifer Mercer, Extension Agent, 4-H Youth Development; Lesley Prillaman, Extension Agent, 4-H Youth Development; Glenda M. Snyder, Extension Agent, 4-H Youth Development; Jennifer Unroe, Extension Agent, 4-H Youth Development; and Christopher Lichty, Extension Agent, 4-H Youth Development.

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[www.ext.vt.edu](http://www.ext.vt.edu)

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VIRGINIA POLYTECHNIC INSTITUTE  
AND STATE UNIVERSITY

## Virginia Cooperative Extension

*Knowledge for the Commonwealth*



VIRGINIA STATE UNIVERSITY

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VT/0105/W/388052

## **4-H Camp Teen Counselor Job Description**

- A. Be the leaders in developing a wholesome camp spirit:
- Be friendly to everyone.
  - Learn and use first names.
  - Set a good example.
  - Help the campers feel at home.
  - Encourage campers to participate in all activities, to take care of equipment and 4-H Center property, etc.
  - Respect the camper's right to have ideas.
  - Bring out the hidden talents of campers.
  - Go over the camp schedule with campers as often as necessary.
  - Carry out instructions of camp director(s) or program leader.
  - Preside at meals.
    - Inform campers of procedures used in meal service and clearing of tables.
    - Lead and direct table conversation.
  - Give special attention to
    - Seeing that no one is left out.
    - Encouraging good eating habits.
    - Checking on illnesses or injuries and, if necessary, reporting them to the 4-H Center nurse/EMT.
    - Getting campers to various locations on time.
    - Promoting safety at all times.
    - Getting quiet after "lights out".
    - Encouraging every camper to be considerate of his fellow campers as well as staff.
    - Maintaining necessary discipline by helping campers understand the limits prescribed for group living situations.
  - Promote the six Pillars of Character...trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- B. Serve as a class assistant or helper and/or teach a class.
- C. Assist with a group of campers (sometimes called by another name such as "pack").
- D. Assist with other duties as assigned (ex: pool spotter, program set-up, etc.)
- E. Help with recreation, evening programs, and campfire activities.
- F. Help to evaluate camp on the basis of the camp objectives.
- G. Be responsible to the Camp Director(s) or the person he/she designates.

# 4-H Camp Teen Counselor Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Age \_\_\_\_\_ Birth date \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ Race: \_\_\_\_\_

Parent/Guardians' Names \_\_\_\_\_

Parents/Guardians' Day Time Phone Numbers: \_\_\_\_\_

School Name \_\_\_\_\_

Have you served as a Counselor in Training at 4-H Camp? If yes, when and where?

\_\_\_\_\_

### 4-H Experience (not camping)

Give a brief background of your 4-H experiences, especially leadership roles you have held.  
(Do not include camp experiences in this section.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4-H Camp Experience

(List any overnight camps you have attended. Also list any leadership roles you held at any of these camps.)

Name of Camp	Leadership Experience	Calendar Year

What experiences do you have working with and/or providing leadership for children age 9 to 13?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to be considered for a leadership position? \_\_\_ Yes \_\_\_ No (If yes, tell why and list your qualifications.)

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Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No (If yes, describe.)

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Have you ever been suspended from school? \_\_\_ Yes \_\_\_ No (If yes, describe.)

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### References

List three (3) references *other than family members* (people who know you well and can attest to your character and to your ability to work with and supervise youth.) Suggested people to ask to be your reference are teachers, coaches, ministers, 4-H leaders, employers, and/or guidance counselors.

Name	Address	Phone Number	Relationship (teacher, coach, etc.)

### Agreement/Consent

- I have read and understand the 4-H Camp Teen Counselor job description. I understand that all teen applicants must successfully complete a screening, selection, and training process before being allowed to attend 4-H Camp as a Teen Counselor. This process includes: (a) submission of a completed application, (b) reference checks (3 references), (c) participation in a face-to-face interview, and (d) completion of a minimum of 24 hours of training.
- If selected as a 4-H Camp Teen Counselor, I will uphold the camp rules and procedures and abide by the 4-H Code-of-Conduct during the entire camp week. I will conduct myself as a responsible young adult.
- I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal. I also understand that records and criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service to Virginia Cooperative Extension.
- I understand that Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. Virginia Cooperative Extension is an equal opportunity employer.

\_\_\_\_\_  
Printed Teen Name                      Teen Signature                      Date

\_\_\_\_\_  
Printed Parent/Guardian Name                      Parent/Guardian Signature                      Date

# 4-H Camp Class Experience and Interest

4-H camp provides campers ages 9 to 13 with the opportunity to participate in a variety of classes. Many of the classes listed below will be offered this summer. If these classes were offered, which of the following classes could you **help with**?

(Please check all that apply, but indicate your **top (8) eight choices** by numbering them 1, 2, 3, 4, 5, 6, 7, and 8. Number #1 should be your “favorite choice.”)

- |   |  |
|---|--|
| <input type="checkbox"/> Archery<br><input type="checkbox"/> Arts and Crafts<br><input type="checkbox"/> Canoeing<br><input type="checkbox"/> Ceramics<br><input type="checkbox"/> Computers<br><input type="checkbox"/> Fishing<br><input type="checkbox"/> Forestry and Wildlife<br><input type="checkbox"/> Horsemanship<br><input type="checkbox"/> Kayaking<br><input type="checkbox"/> Aquatic Science/Lake Ecology<br><input type="checkbox"/> Kayaking<br><input type="checkbox"/> Foods/Cookery<br><input type="checkbox"/> Nature studies<br><input type="checkbox"/> Outdoor Living Skills<br><input type="checkbox"/> Performing Arts | <input type="checkbox"/> Rappelling/Climbing<br><input type="checkbox"/> Low Ropes Course<br><input type="checkbox"/> High Ropes Course<br><input type="checkbox"/> Riflery<br><input type="checkbox"/> Small Animals/Barnyard Animals<br><input type="checkbox"/> Swimming<br><input type="checkbox"/> <i>Beginning</i><br><input type="checkbox"/> <i>Intermediate</i><br><input type="checkbox"/> <i>Advanced</i><br><input type="checkbox"/> Broadcast Journalism<br><input type="checkbox"/> Leathercraft<br><input type="checkbox"/> Dance<br><input type="checkbox"/> Sports<br><i>Which sport(s)?</i> _____<br>_____ |
|---|--|

List your experiences, training, and/or certification in any of the classes that you selected above.

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If you are asked to plan, organize and teach a class at 4-H Camp, what would you be willing **to teach**?  
 (Examples of some previous classes that have been taught: Basketball, Volleyball, Tennis, Foods, Spanish, Beads, Rockets, Leather Craft, Origami, Cheerleading, Wood Working, Entomology, First Aid, Soap Making, Stamping, Scrap Booking, etc.)

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Would you need someone to assist you with the class?     Yes             No

## Reference Form

Applicants should fill-in the Applicant Name and Reference Name on the Camp Counselor Reference Form. Inform the reference you have applied for a position as volunteer camp counselor for 4-H camp and you would like them to serve as a reference.

Inform the reference that the main duties of a camp counselor are to supervise, motivate, and assist 9-13 year old campers. Counselors are responsible for the safety and well being of campers at all times during the camp week. Because they work so closely with children, we must check references for all applicants, without exception.

Provide the reference with a stamped envelop addressed to VCE – JCC, Attn: 4-H Camp Counselor Reference Form, P.O. Box 69, Toano, VA 23168. Have the reference complete the form and return no later than March 31, 2010.

*Note: It is the responsibility of the applicant to ensure the reference completes and returns the reference form. Applicants may not receive an interview until the reference forms are submitted to the Virginia Cooperative Extension – James City County Office.*

## Confidential Camp Counselor Reference Form

Name of Applicant \_\_\_\_\_

Name of Reference (please print) \_\_\_\_\_

■ How long have you known the applicant, and in what capacity (e.g., teacher, friend, etc.)  
\_\_\_\_\_

■ Please rate the applicant on the following attributes, and note whether each was observed or opinion:

	Excellent	Good	Fair	Poor	Not sure	Observed through experience	Not observed, my opinion
Trustworthiness							
Respect for others							
Responsibility							
Maturity							
Fairness							
Caring							
Leadership							
Flexibility							
Self-control							
Cooperation							
Enthusiasm							

■ Have you observed this person working/interacting with children? If so, please give your impression.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

■ Would you recommend the applicant for a camp counselor position? \_\_\_\_ Yes, wholeheartedly

\_\_\_\_ Yes, with reservation (please explain) \_\_\_\_\_

\_\_\_\_ No (please explain) \_\_\_\_\_

■ Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date

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Leadership							
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Self-control							
Cooperation							
Enthusiasm							

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\_\_\_\_\_  
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\_\_\_\_\_

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\_\_\_\_ No (please explain) \_\_\_\_\_

■ Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature of Reference

\_\_\_\_\_  
Date

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Self-control							
Cooperation							
Enthusiasm							

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\_\_\_\_\_

■ Would you recommend the applicant for a camp counselor position? \_\_\_\_ Yes, wholeheartedly

\_\_\_\_ Yes, with reservation (please explain) \_\_\_\_\_

\_\_\_\_ No (please explain) \_\_\_\_\_

■ Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Reference

\_\_\_\_\_  
Date