

# Jamestown 4-H Educational Center



## Summer Staff Position Descriptions



### Summer Staff

Each year approximately 12 seasonal staff members are hired for the summer camp season. The primary duties include: instruction of a classes, daytime youth supervision, inventory and care of equipment, maintenance of instructional area, and being a positive role model for campers and teens. Other duties staff members are expected to perform on a rotational basis are: meal service, assemblies, recreation supervision, planning and conducting special afternoon recreational activities, evening programs, lifeguarding, store, and other assigned duties as directed by the Program Director. 1<sup>st</sup> Aid and CPR certification required with Lifeguarding certification preferred. Staff must be 18 years of age or older. All staff work together to provide leadership and a well-run camp week for each camp group. Training is provided.

### Benefits

Most camp sessions run from Monday - Friday. Staff members have separate accommodations on site. Starting salary is \$200.00-\$240.00 a week, plus room and board. Additional pay for weekend work is available. Housing is available on weekends. **Make a difference in children's lives, COME WORK WITH US!!**

### Instructor Positions Available:

**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; 1<sup>st</sup> 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 Rife 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.

### **Leadership Positions Available** (in addition to instructional position):

**Staff Coordinator:** Assist the Program Director in development of summer staff, advise staff, act as liaison between staff and Camp Director in the absence of the Program Director, coordinate and facilitate programs, serve as a leader and role model for all camp participants including staff and campers. Manage evaluation data of camping clusters. **REQUIREMENTS:** strong leadership skills, decision-maker, flexibility in working with others, good work ethic, experience in camping and scheduling.

**Pool Manager:** Responsible for oversight of pool operations, inventory, personnel, and scheduling. Must be able to effectively communicate with staff, agents, and campers. Organization and multi-tasking a plus. Must be 21 years of age or older. Attendance to pool operator course provided.

**Store Manager:** Responsible for oversight of store operations, inventory, personnel, and ordering. Must be able to effectively communicate with staff, agents, and campers. Organization and multi-tasking a plus. Financial responsibility of monetary funds and distribution; assistance in staff training.

**Evening Programs Coordinator:** Responsible for coordination of Jr. Camp evening programs, inclusive, but not limited to: programmatic planning, responsibility and oversight of all evening activities. Must be able to effectively communicate with staff, agents, and campers. Organization and multi-tasking a plus.

## **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



## Summer Program Staff 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	
<b>4-H Certifications or SST Certifications</b> – Please check and list year acquired. Use blank spaces as needed to fill in additional certifications.	

**IV. INSTRUCTOR POSITION(S) DESIRED & SCHEDULE** – Please rank the type of positions for which you are applying 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 _____			

**LEADERSHIP POSITION(S) DESIRED** – Please rank the type of leadership positions for which you are applying in order of preference with **1** being first, followed by **2, 3, 4, etc...** **Please leave blank if not applicable**

Staff Coordinator _____	Pool Manager _____
Store Manager _____	Evening Programs Coordinator _____

**SUMMER PROGRAM STAFF 2012 SCHEDULE** (*Tentative Schedule*) – Please check one of the boxes below

<b><u>Staff Training Dates</u></b>		
April 21/22 (Open House/TALT)	May 14 – 18 & May 29 – June 1 (Staff Training)	May 21 – 25 or June 4 - 8 (pre-selected 3 days of Outdoor Education)
<b><u>2012 Jr. Camp Calendar</u></b>		
June 11, 2012 – August 10, 2012		
<b><u>Weekend Cloverbud Camp Dates</u></b>		
June 23 – 24	July 28 - 29	

Do you have any conflicts with these work dates?  No, these dates work for me!

Yes, my conflict is: \_\_\_\_\_

**V. EDUCATION**

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

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

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**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

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**VIII. PERSONAL CAMP STATEMENTS**

We're looking for staff that like working with children and don't mind hard work. Why do you want to work at camp?

List experiences in working with children *(please be specific; list group size and scope of experience.)*

What contributions can you make to the camping program?

**When would you be available to come to Jamestown 4-H Educational Center for an interview?**\_\_\_\_\_  
**T-Shirt size** \_\_\_\_\_

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## 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.)*

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## 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: \_\_\_\_\_

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## XI. SUBMITTING APPLICATION

Please return Summer Staff 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](mailto: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.*