



Jamestown 4-H Educational Center

Summer Staff Application 2019

Working at camp is probably one of the most demanding jobs you will ever have... It can be, however, one of the most rewarding experiences too! Our camp staff is the heart of our program and we carefully choose, select and train only the best candidates to spend the summer with us. The summer timeframe is from mid-May to August 25, 2019. If hired, your primary responsibilities as a seasonal staff member at Jamestown 4-H Educational center will include:

Program Instruction for children ages 5-13 in the following program areas:

Aquatics: Swimming and Boating (sailing, canoeing, kayaking)

Outdoor/Environmental Education: Wildlife, Forest and Marine Ecology, Outdoor Living Skills

Teambuilding: Group Games/Initiatives and low ropes Challenge Course

Target Sports: Archery, Air Rifles

STEM (Science, Technology, Engineering, Mathematics): Multimedia, Maker Program

Creative Arts: Arts and Crafts, Music, Performing Arts, Woodworking

Athletics: Court and Field Sports

Supervision of campers and teens: Staff are expected to serve as positive role models in the camp community. Staff will assist in the overall operation of camping programs providing guidance and leadership to campers and teen counselors. Staff will work cooperatively with Extension Agents and Adult Volunteers to provide a safe, fun and memorable camping experience for all children we serve.

Benefits:

Camp sessions generally run from Monday-Friday *with two notable exceptions during the summer season.* * Staff members live in separate accommodations than campers. Salary: \$200-\$240/week plus room/board and training. Additional pay for weekend work is available.

Summer Staff **Job Description**

Qualifications:

- At least 18 years of age (have completed freshman year of college)
- Previous 4-H program experience, camp experience or related child care experience
- Ability to teach and supervise campers
- Ability to function effectively in one of the following Program Areas: Outdoor Environmental Education, Athletics, Waterfront, Target Sports, etc.

Responsible to: Program Director and ultimately Center Director

Responsibilities:

- Attend and participate in Staff Orientation
- Consider the camper first.
- Concerned with the total camp experience of all campers.
- *Live with campers and responsible for the supervision of cabin/lodge. Provide an effective means of ensuring that camper's behavior is consistent with camp policy. **(only one week of season)***
- Review session medical information to be aware of special medical needs of campers under your supervision. You will ensure that those needs are met.
- Set an example of promptness to activities and meals, with manners, language, and so on. Center staff are role models for the campers and teens that we serve!
- Assist in the daily and weekly cabin/lodge and center clean up, taking pride and stewardship in our facility
- Supplement and compliment program areas in:
 - Organization and leadership of the program area
 - Program and instruction in the program area
 - The successful operation of the program area
 - Managing children's behavior and provide a safe learning experience
 - Maintaining the cleanliness of program area
- Plan and implement evening programs including campfire programs and other activities depending upon the skills and imagination of the staff and campers. Special all-camp events such as Carnival, or Olympics are "staffed" by Summer Staff. .
- Assist Extension staff in implementation and supervision of camper activities during the evening programs, including campfires and special events.
- Other duties as assigned by Program Director

We believe that camp is a place for both children and staff to learn and grow. Summer Staff have a primary program area assignment. We are seeking candidates however, who are interested and willing to participate in several program areas throughout the summer based on training and experience. Although staff are assigned to a primary program area based on their interest and level of training, please note that staff is equally responsible for providing a rewarding camp experience both in classes and in all camp programs.

Available Positions:

Camp Medic

Aquatics Staff: Coordinator, Lifeguards, Boating Staff

Outdoor Environmental Education Staff- Ecologies and Outdoor Living Skills

Target Sports Staff: Archery, Air Rifles

Creative Arts Staff: Camp Crafts, Music, Woodworking, Performing Arts

STEM Staff: Maker Program, Multimedia Programs

Athletics Staff: Court Sports and Field Sports

Teambuilding/Challenge Course Staff

Day Camp Staff: Work primarily with campers ages 5-8

Staff Coordinator: Leadership Position- Assistant to Program Director

Camp Medic: Serves as the primary point of contact onsite for medical care. Requirements: RN, LPN, EMT current CPR for the Professional Rescuer

Aquatics Staff

Pool: Facilitate aquatic programs in our pool including both recreational and instructional swimming programs. Responsible for maintaining cleanliness, sanitation and water quality. REQUIREMENTS: American Red Cross Lifeguard or equivalent (will train)

Boating:

Canoeing/Kayaking/Paddleboarding: Teach paddleboarding, canoeing and/or kayaking program-emphasizing safety, Responsible for operation of center boathouse and waterfront program inventory and care of equipment. REQUIREMENTS: American Red Cross Lifeguard or equivalent and experience in teaching boating programs. Must be able to lift 50 pounds, safely.

Sailing: Teach beginner sailing program-emphasizing safety. Responsible for operation of center boathouse and sailing program inventory and care of equipment. REQUIREMENT: American Red Cross Lifeguard or equivalent, Documented and verifiable sailing experience; will be required to complete boating safety education course. Must be able to lift 50 pounds safely.

Outdoor/Environmental Education Staff:

Teach classes including but not limited to: Marine Science, Forest Ecology, Wildlife Ecology, Outdoor Living Skills. Responsible for the care and maintenance of all program equipment and supplies.

Shooting Sports Staff

Teach target sport safety in both Archery and Air Rifles. Responsible for care and maintenance of equipment and range. REQUIREMENTS: 4-H Shooting Sports Instructor Certification/4-H Shooting Education Rifle Instructor certificate or equivalent (will train).

Teambuilding/Challenge Course Instructor

Facilitate field games, initiatives and low ropes challenge course. Responsible for care and maintenance of all program equipment and supplies.

Creative Arts Staff

Teach programs including but not limited to: Camp Crafts, Woodworking, Music and Performing Arts. Responsible for care and maintenance of all program equipment.

STEM Instructors: Teach programs emphasizing Science, Technology, Engineering and Mathematics! Classes include Maker Program and Multimedia Programs. Responsible for the care and maintenance of all program equipment and supplies.

Athletics Staff: Teach classes in both field and court sports emphasizing skill development and good sportsmanship. Responsible for care and maintenance of all program equipment and supplies.

Day Camp Staff: An opportunity for staff this summer to lead day programs for children ages 5-8! Great opportunity for creative, child oriented, fun leaders and role models to create a great camping experience for our younger campers.

Staff Coordinator:

Assist the program director in development, training and advising the summer staff, act as liaison between staff and Program Director in his/her absence. This person will also coordinate and facilitate programs, serve as leader and role model for all camp participants including fellow staff and campers. Requirements: Strong leadership skills, decision maker, flexibility in working with others, good work ethic, sense of humor. Requirements: Prior experience working in a camp setting.

How to Apply

Include a cover letter that describes your interest in working at Jamestown 4-H Educational Center, including your interest and qualifications for a Summer Staff position, fill out the staff application and return.

Ruben L. Brown – Program Director
Jamestown 4-H Educational Center
3751 4-H Club Road
Williamsburg, VA 23185

Jamestown 4-H Educational Center

3751 4-H Club Road, Williamsburg, VA 23185
Office: (757) 253 - 4931 Fax: (757) 253 - 7231

Application for Employment

(Please print or type)

1. PERSONAL INFORMATION

Name: _____ Male: ____ Female: ____

Email Address: _____ Date of Birth: _____

Permanent (Home) Address: _____

City: _____ State: _____ Zip Code: _____

Current/School Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Cell Phone: _____

T-Shirt size _____

2. EDUCATION

Highest grade completed: _____ Year Completed: _____

If you did not complete high school, do you have a high school equivalency diploma? Yes No

Date Received: _____

College Name	City, State	Major	Degree Received	Graduation Date

3. EMPLOYMENT HISTORY AND EXPERIENCE *(Start with most recent position)*

May we contact your present supervisor? Yes No

Position: _____

Job Description: _____

Employer: _____

Date: _____ **to** _____ **Phone:** _____

Address: _____

Position: _____

Job Description: _____

Employer: _____

Date: _____ **to** _____ **Phone:** _____

Address: _____

4. CERTIFICATIONS – Please attach copies of your cards. CPR and First Aid certification will be **required** of all 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.	

5. VOLUNTARY DISCLOSURE STATEMENTS

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

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

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?
_____ Yes _____ No If yes, please explain: _____

7. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No Under the immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identify. Further, you will be required to provide documentation to that effect should you be employed.

8. For purposes of compliance with Section 2.1-112 of the Code of Virginia, have you ever served in the Armed Forces of the United States during the following dates? Check the appropriate dates: World War I - 4/16/17-4/1/20; World War II -12/7/41-12/31/46; Korean Conflict - 6/27/50-1/21/55; Vietnam Conflict -8/5/64-3/7/75; None of the dates shown, but I did serve in the military; I have not served in the military.

6. REFERENCES: Please list three people (not relatives) who have knowledge of your character, experience, and abilities.

Name	Relationship	Phone	Email

7. 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: _____

- 1. CAMP SKILLS** Please rate each area on the following scale: 1= can lead; 2=can assist; 3=interested but not knowledgeable; 4=no interest

	Group Games		Water Polo		Outdoor Living Skills		Freedom Pen/Lathe
	Ropes/Initiatives		Archery		Robotics		Swimming
	Kayaking		Rifle		Media/Computer (Web/Slideshow)		Performing Arts
	Canoeing		Marine Science		Recreational Sports		Song Leading
	Sailing		Forestry		Leadership Development		Arts & Crafts

- 2. SUMMER STAFF 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...**

Position	Ranking
Camp Medic	
Aquatics Staff	
Outdoor Environmental Education	
Shooting Sports	
Creative Arts	
STEM	
Athletics	
Teambuilding/Challenge Course	
Day Camp	
Staff Coordinator	

3. PERSONAL CAMP STATEMENTS

We are looking for staff that like working with children and do not 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?

4. SUBMITTING APPLICATION

Please return Summer Staff Application, copies of certifications, cover letter and any additional completed pages and send them to (mail, fax or email):

Sue Williams Email: wsue8@vt.edu Phone: 757-253-4931 Fax: 757-253-7231
Center Director
Jamestown 4-H Educational Center
3751 4-H Club Road
Williamsburg, VA 23185



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