

4-H EVENT/OPPORTUNITY: 4-H Camp Counselor

DATE / DEADLINE: Applications are due to the OSU Extension Office no later than January 7, 2019 by 4:30pm

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 9 -13 (grades 3-7) during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Sandusky County 4-H program will be strengthened and expanded.

Roles and Responsibilities of 4-H Camp Counselors include:

- Attend required trainings prior to camp
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or other groups to plan programs at camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas
- Follow and enforce camp rules
- Assure for safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy. Specific training is provided to all counselors.
- Identify and respond to camper behavior issues
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills

REQUIREMENTS:

- Jr. Counselors must be at least 14 years old and Sr Counselors must be at least 16 years old (by the start of camp).
- Must be able to get transportation to meetings and events as needed.
- Jr. Counselors must complete a minimum of 24 hours of training. (2 of these hours must be on-sight for first time counselors). Returning Sr. Counselors must complete at least 20 hours of training.
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behaviors, complete the Code of Conduct form, and have a current Ohio 4-H Health History form on file.
- First time applicants must provide two references from unrelated adults.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted.
- There is a counselor training fee of \$30, payable after acceptance into the program. Overnight, optional, and/or out of the area trainings may involve additional fees. Inability to pay fees does not disqualify an applicant; however this should be discussed with the 4-H educator as early as possible so arrangements can be made.

SELECTION PROCESS:

- All teens meeting minimum requirements are asked to schedule an interview with OSU Extension (see application) by the application deadlines listed above. Please note that applicants must call themselves.
- Selection is based on many factors, including teen readiness and the number of positions needed. No person is guaranteed acceptance based on age or experience as a camper.

MEETING DATES/TIME/FREQUENCY

4-H Camp Counselors meet approximately twice a month from January through May, and weekly in June. Meeting dates are typically weeknight evenings 6pm-8:30pm, although some daytime and weekend hours are included. Counselors are expected to attend as many meetings as possible and to notify the Extension Office if an absence is unavoidable.

TO APPLY:

- Complete the application in its entirety. (There are four pages.)
- Be sure to provide contact information for two non-family references on the application. Family members cannot be references.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms (pages 3-4 of application packet).
- Return all materials to the Sandusky County Extension Office by January 7, 2019.

Applicants may keep this page for their information





CAMP COUNSELOR APPLICATION
Sandusky County 4-H
Deadline: January 7, 2019



General and Contact Information

Name _____ Home Phone _____

Complete Address _____

Email: _____ How often do you check your email? ___Daily ___Weekly ___Rarely

Cell Phone: _____ Do you wish to receive calls on this number? Y N Texts? Y N

Age as of the first day of camp (June 21st) _____ Birthdate: ___/___/___ Grade in School ____

In Case of injury or accident, notify:

Name _____ Relationship _____ Phone _____

Volunteer Interest & Experience

Why do you want to be a camp counselor?

Three horizontal lines for writing the answer to the previous question.

Number of times as a camper at 4-H Jr. Camp _____ Other Camps: (list) _____

Number of times as counselor at: Junior Camp: _____ Other Camps: (list) _____

What traits, skills, or special experiences do you have which would benefit you in this position?

Three horizontal lines for writing the answer to the previous question.

What skills, training, certifications, or other contributions will you add to the counselor team in making sure camp is successful? (such as First Aid, Babysitter's Course, Recreation, other leadership training, etc.)

Two horizontal lines for writing the answer to the previous question.

What hobbies or special interests do you have that you would like to share?

Two horizontal lines for writing the answer to the previous question.

Please list two of your strengths:

1. _____ 2. _____



Availability

All Counselors and CIT's are required to participate in camp counselor training and planning meetings which are held approximately two times per month from January through June. This adds up to 20-35 hours of training. (At least 20 hours required for returning counselors, and at least 24 hours required for all CIT's new and returning).

Do you participate in activities which may conflict with meetings on *weeknight* evenings 6pm-8:30pm?

Yes No If yes, describe: _____

Are you available to attend camp full time (24 hours a day) Friday June 21st (morning) - Tuesday June 25th (afternoon)?

Yes

No - Please note: Full-time attendance is *required* for all counselors.

References

Please provide two references whom we can contact. These should be people who can verify your experiences, speak to your level of maturity, and/or have knowledge about your interactions with others (children and adults). These people can be a 4-H Advisor, teacher, coach, clergy member, etc. *NOTE: Please contact these individuals and ask permission for listing them. Some organizations will require you to sign a release form before they can reply to us.*

Name: _____ Email: _____ (preferred contact)

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Name: _____ Email: _____ (preferred contact)

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____

Selection Process

1. Application - Please return all pages of this packet, except the cover sheet which has information you should keep.
2. References will be contacted by Extension Staff. Please ensure that information is complete.
3. Interviews

Camp Counselor Selection Interviews will be held January 9-10. All applicants who meet the minimum age requirements are invited to complete an interview with 4-H staff and camp volunteers.

APPLICANTS: Visit <http://go.osu.edu/ccinterviews> to self-schedule your appointment. The web address is case sensitive. Use no capital letters. **Read instructions at the top of the page.** New applicants and those new in 2018 need to schedule an individual interview. Counselors with 2 or more years experience may schedule in groups of 2. The software will allow mistakes. Please read carefully.

Record the date/time below as well as in your own calendar.

Your Interview Date: _____ & Time: _____

Selections will be made and applicants notified by January 18th.



Standards of Behavior for Minor Participants Participating in
Activities and Programs with Minor Participants

Minors participating in activities and programs with minor participants sponsored by Ohio State are required to
conduct themselves according to the following standards of behavior. These standards operate in conjunction with
the guidelines and regulations of the specific activity or program.

Minor participation expectations:

- Be responsible for own behavior and uphold high standards for the group and accept consequences for inappropriate behavior
• Support and abide by the group’s designated leader
• Practice good citizenship, leadership and self-control
• Follow the direction of activity or program staff and/or leaders
• Demonstrate positive sportsmanship and attitudes at all times which is becoming of a leader
• Show respect to others, be courteous and respectful
• Use appropriate language at all times

The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor
participants:

- Unsportsmanlike conduct, unethical, immoral conduct
• Improper language, e.g., profanity
• Possession or consumption of alcohol and illegal drugs, including the use of tobacco by a minor
• Possession or use of harmful objects with the intent to harm or intimidate others, e.g., weapons, fireworks
• Boys in girls’ rooms/restrooms and vice versa
• Destruction of property
• Violation of established curfew, when applicable
• Disrespect of adults, other participants, volunteers, staff and/or those in leadership positions
• Belittling others/putting others down and being disrespectful of individuals’ differences
• Aggressive physical behavior, e.g., fighting
• Taking property that belongs to others
• Other conduct determined to be inappropriate for youth development by the event chair or designated Ohio State faculty/staff

Violations of the standards of behavior will be handled as follows:

1. If a chaperone is present for the minor involved in the violation, this person will be made aware of the violation.
2. The parents will be notified of the incident and actions taken. When necessary, arrangements will be made to remove the minor
from the activity or program.
3. The minor can/may be barred from participating in future Ohio State activities and programs with minor participants.
4. When warranted (e.g., violation of law) the situation may be turned over to the appropriate law enforcement authority.

I, _____, as a participant in an activity or program with minor participants, _____,
(name of minor, print) (name of activity/program, print)

have read these standards of behavior and agree to accept and follow them. I also accept the consequences for my
actions if I choose not to follow the standards of behavior.

Minor signature

Date

I, we _____ have read the standards of behavior and support my minor’s participation in the
(parent/guardian, print)
activity/program.

Parent/guardian signature

Date

Ohio 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 others, 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 at camp 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 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.
- Not bring pornography or other sexually oriented materials including nudity in visual or written materials including similar content to any camp or camp counselor event.
- 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.
- Get to know each of the campers personally and by name.
- Have all campers, including myself check in any of their medications with the nurse.
- Make sure each camper uses personal hygiene.
- Make sure that all of my campers are familiar with camp facilities and camp rules
- See that all campers are involved in all activities. Make sure no one is excluded.
- Pay close attention to campers so that illness or injury will be noted in a timely manner. 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.

Application Certification and Signatures

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. I also understand that there is no guarantee of acceptance for any applicant, regardless of their age, previous camp experience, or other 4-H participation. This position is selected using criteria similar to that which an employer would use to select employees for a similar position, with the safety of our young campers being our highest priority.

Applicant's Signature _____
Parent/ Guardian Signature _____

Date ____/____/____
Date ____/____/____