

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

DATE / DEADLINE: Applications are due IN the OSU Extension Office no later than January 30, 2023 by 4:00pm.

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 and new Sr. Counselors must complete a minimum of 24 hours of training. (2 of these hours must be on-site for first time counselors). Returning Sr. Counselors (who have completed at least one year as a Sr. Counselor) must complete at least 20 hours of training.
- Must complete all mandatory training topics (including make-up for topics missed) and in person 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.
- **Counselor Fees will be covered by the TSC Paper Clover Campaign.** 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.
- Successful applicants are accepted into the counselor training program, but no one is guaranteed a counselor position at camp until the completion of training and ability to demonstrate necessary skills.

MEETING DATES/TIME/FREQUENCY

4-H Camp Counselors typically meet two to three times per month from February through May, and weekly in June. Meeting dates are usually weeknight evenings 6pm-8:30pm, although some daytime and weekend hours are included. Counselors are expected to attend as many training opportunities 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 30, 2023.

Applicants may keep this page for their information





CAMP COUNSELOR APPLICATION
Sandusky County 4-H
Deadline: January 30, 2023



General and Contact Information

Name _____ Home Phone (or parent cell): _____

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 23) _____ Birthdate: ___/___/___ Grade in School _____

Emergency Contact: In case of injury or accident at screening or training, 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 Sandusky Co 4-H Camp _____ Other Camps: (list) _____

Number of times as counselor at: Sandusky Co 4-H 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 are required to participate in camp counselor training and planning meetings which are held two to three times per month from February through May and weekly in June. This adds up to 20-35 hours of training.

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

Yes No If yes, describe: _____

If you anticipate conflicts, please note: We try to be flexible and work around a limited number of conflicts but also ask counselors to speak with the leadership for other events (coaches, advisors, supervisors, etc.) about being excused for some of those obligations in order to complete camp training. Attendance at training is vital for your success as a camp counselor. If you are unwilling to ask a coach or other leader for flexibility a time or two you may find difficulty meeting your counselor requirements.

Are you available to attend camp full time (24 hours a day) Friday June 23(morning) - Monday June 26 (mid-day)?

Yes

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

References

Please provide two non-related 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, supervisor at work, 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: _____ (REQUIRED)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Name: _____

Email: _____ (REQUIRED)

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:
 - Interviews will be held in person on February 1 & 2
 - Schedule your interview online at <http://go.osu.edu/sc4hcc23> BEFORE you submit your application
 - Date of Interview: _____
 - Time of Interview: _____



Standards of Behavior for Employees and Volunteers Working in Youth Activities and Programs

This Standards of Behavior is an agreement accepted by employees/volunteers who work in a youth activity or program. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants. Employees/volunteers are expected to function within these standards.

I will:

- Accept supervision and support from professional staff while involved in the activity/program.
Accept the responsibility to professionally represent the activity/program and The Ohio State University.
Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for youth.
Respect, adhere to and enforce the rules, policies and guidelines established by the activity or program and the university.
Refrain from engaging in any criminal conduct.
Comply with all applicable civil rights laws and policies, including and not limited to Ohio State equal opportunity and nondiscrimination policies.
Perform duties in a responsible and timely manner as outlined in the position description.
Report any child abuse or neglect in accordance with university policy.
Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.
If I have been background checked and have had a break of service for less than 12 months, I will disclose any convictions that occurred during the break within three business days of commencement of participation in youth activities and programs.
Not intentionally or purposefully place myself in a situation where I am alone with a youth unless authorized by the dean/vice president.
Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
Endeavor to provide a safe and healthy experience for all participants.
Report red-flag behaviors to the activity or program administrator of the youth activity or program that I am working or volunteering in.
Read and uphold the Youth Privacy Principles located at go.osu.edu/youthprivacy

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with The Ohio State University.

Employee/volunteer printed name Date

Employee/volunteer signature Date

Parent/guardian signature if employee/volunteer under 18 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 ____/____/____