



To: Potential Camp Counselors
Re: Camp Counselor Application

Greetings!

Included you will find the Camp Counselor Application with the dates of the Jackson County overnight camps that will be offered this summer at Canter's Cave 4-H Camp/Elizabeth L. Evans Outdoor Education Center. Please complete the application and the questions attached if you are interested in becoming a 2017 Camp Counselor! You should also read over the included job description so that you are familiar with the roles and responsibilities of a camp counselor. **The application should be returned to the Extension Office by February 1.** If you have any questions please give me a call or drop me an email, 740-286-5044, ext. 25 or dailey.108@osu.edu. You can also return your application to me by e-mail at that address with the subject line **Camp Counselor Application.**

The process used for counselor selections this year will consist of a short orientation along with some activities that you will be asked to participate in regarding camp in which we will be observing you in various situations. We just ask that you try your best and be yourself.

This orientation and selection process will take place on **Wednesday, February 6th from 6:30-8:00pm** at the Extension Office. **Returning Counselors are asked to arrive a half hour early at 6:00pm.** If you cannot come on this day, please contact me ASAP! Please complete your application and drop it off at the Extension Office by February 1st or e-mail it to dailey.108@osu.edu with the subject line Camp Counselor Application.

Sincerely,

Erin Deel Dailey

Erin Deel Dailey
Extension Educator, 4-H Youth Development
& County Extension Director
Ohio State University Extension, Jackson County
Ohio Valley Extension, Education & Research Area

4-H EVENT/OPPORTUNITY: 4-H Camp Counselor**DATE / DEADLINE:** Applications are due to the OSU Extension Office no later than **February 1.****PROGRAM DESCRIPTION:**

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 8-18 during 4-H camp depending on the camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Jackson 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
- Recognize that counselors are at camp for the campers' benefit and only secondarily for their own development and enjoyment
- 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
- 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:

- Must be at least 14 years old as of January 1st.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 24 hours of training. (At least 4 of these hours must be on-sight for first time counselors).
- 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.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted.

SELECTION PROCESS:

- Individuals who complete the application and fulfill application requirements will be contacted regarding the selection process.

MEETING DATES/TIME/FREQUENCY

4-H Camp Counselors meet the following dates throughout the year: January-June
Counselors are expected to notify the Extension Office if an absence is unavoidable.

TO APPLY:

- Complete the application in its entirety.
- Turn in reference forms from two non-family members. OR Provide non-family references with contact information.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return all materials to the Jackson County Extension Office by February 1.**



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Ohio4h.org

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Last Updated by H.K. Epley, 12/2015

4-H CAMP COUNSELOR APPLICATION

Name _____ Club _____

Age (January 1) _____ Grade _____ Date of Birth _____ (00/00/0000)

Home Address _____
(Street) (City) (State) (Zip)

Email _____ Home Phone _____

Cell Phone _____ Is texting an option? (circle) Yes No

Please rank the camp(s) you would like to counsel at, with 1 being your top choice):

___ 3rd, 4th & 5th Grade Camp (June 18-21)

___ 6th, 7th & 8th Grade Camp (June 25-28)

___ Teen Camp (June 22-25)

*Teen Camp Counselors arrive on June 21

In case of injury or accident, notify:

Name _____ Relationship _____ Phone _____

Why do you want to be a camp counselor? _____

What traits, skills, or special experiences do you have that would benefit you in this position? (Please include experiences working with children and youth.) _____

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

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

Please list 2 of your strengths. _____

Suggest some themes for this year's camp:

In what areas do you think there is a need for more counselor education? (safety, responsibility, teaching, cabin management, programming, etc.)

List your suggestions for camp programs, activities, events you would like to see changed, improved, dropped, added:

Please rank the following camp activities, with 1 being your top choice.

- | | | | |
|-----------------|-----------------|---------------------|------------|
| ___ Reflections | ___ Song leader | ___ Candle lighting | ___ Games |
| ___ Nature | ___ Fishing | ___ Canoeing | ___ Crafts |
| ___ Dancing | ___ Skits | ___ Hiking | ___ Other |

Explain why you selected your first two choices:

COMMITMENT STATEMENT

Counselor Applicant

If chosen, I will commit to understanding the requirements and responsibilities of being a good camp counselor. I also recognize the commitment and responsibility involved with being a 4-H Camp Counselor and I believe I am able to accept that challenge. I understand that I am required to pay half of the camp fee and must attend the required meetings and training sessions in order to be a camp counselor. My status as a 4-H Camp Counselor may be terminated by either party at any time for failure to abide by these or other policies and procedures.

Signature _____ **Date** _____

Parent Approval

As a parent of the youth completing this application, I understand the necessity to only select individuals who will be committed to their duties as counselors. I will, to the best of my ability, support and encourage this youth to uphold their commitment to the camping program if selected.

Signature _____ **Date** _____

Ohio State University Extension embraces human diversity and is committed to ensuring that all research and related educational programs are available to clientele on a nondiscriminatory basis without regard to age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, or veteran status. This statement is in accordance with United States Civil Rights Laws and the USDA.

Roger Rennekamp, Associate Dean and Director, Ohio State University Extension

For Deaf and Hard of Hearing, please contact Ohio State University Extension using your preferred communication (e-mail, relay services, or video relay services). Phone 1-800-750-0750 between 8 a.m. and 5 p.m. EST Monday through Friday. Inform the operator to dial 614-292-6181.

**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, _____, 4-H Camp
(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

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 other, 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 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 goat-play or 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.
- ✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ 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.
- ✓ Check for illness or injury, but don't make much of a "fuss" about +++8minor things. 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.

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.

Applicant's Signature _____ Date ____/____/____
Parent/ Guardian Signature _____ Date ____/____/____

REFERENCE FORM

_____ is applying as a camp counselor at 4-H Camp this summer. The camp counselor selection committee would like your input about the qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on *your* knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	Excellent	Good	Fair	Poor	Not Known
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: _____ Date: _____

Printed Name: _____

Relationship to Applicant: _____

Address: _____

Email: _____ Phone: _____

Please return no later than February 1

OSU Extension, Jackson County
17 Standpipe Road, Jackson, OH 45640
FAX: 740-286-1578
E-mail: dailey.108@osu.edu

Please note: Please submit in a sealed envelope. For questions contact the OSU Extension Office.

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