

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

DATE / DEADLINE: Applications are due to the OSU Extension Office no later than December 14th by 5:00 PM.

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 5 - 14 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Athens 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
- 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 by 01/01/2019.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 24 hours of training. Six (6) of these hours must be on-site at Tar Hollow.
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behavior, complete the Code of Conduct form, and have a current Ohio 4-H Health History form on file.
- All applicants must provide two references.
- If the individual is 18+ years old by April 17th, the individual must have their background check conducted.

SELECTION PROCESS:

- Individuals who complete the application and fulfill application requirements should plan to attend the selection and interview day outlined below.
- **ALL counselor applicants must attend the interview session on Sunday, January 6, 2019 from 2:00pm – 5:00pm at the Extension Office.**

MEETING DATES/TIME/FREQUENCY

- 4-H Camp Counselors meet January – June (**refer to attached "Checklist" page for list of dates & times)
- Counselors **MUST** notify the Extension Office if an absence is unavoidable.

TO APPLY:

- Complete and sign the application.
- NEW APPLICANTS ONLY** - Turn in reference forms from two non-family members.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return **ALL** materials to the Athens County Extension Office by **DECEMBER 14, 2018.**



Athens County 4-H Camp Counselor Checklist & Dates

For questions contact:
Bridget @ 740.593.8555
moore.3317@osu.edu

Complete, sign, and return these 3 forms by December 14, 2018:

- Camp Counselor Application
- Counselor Code of Conduct
- Counselor Standards of Behavior

2. Two reference forms due by December 14, 2018:

New Applicants – have **TWO adults** complete & return reference forms. Returning counselors – references are **not** required.

*Please note: person **cannot** be your relative or a fellow 4-H member; can be a 4-H club advisor, teacher, etc.*

- Camp Counselor Reference
- Camp Counselor Reference

3. Requirements:

- If you are/will be 18+ by April 17, 2019 then you must complete a BCI fingerprint background check.

Attend Trainings:

<input type="checkbox"/> Sunday, January 6	2pm – 5pm, Ext. Office	Interviews & Selection
<input type="checkbox"/> Saturday, January 19	3pm – 6 pm, Ext. Office	Training & Camp Planning
<input type="checkbox"/> Sunday, February 10	3pm – 6pm, Ext. Office	Training & Camp Planning
<input type="checkbox"/> Sunday, March 17	3pm – 6pm, Ext. Office	Training & Camp Planning
<input type="checkbox"/> Sunday, April 7	3pm – 6pm, Ext. Office	Training & Camp Planning
<input type="checkbox"/> Sunday, April 28	3pm – 6pm, Ext. Office	Training & Camp Planning
<input type="checkbox"/> Sunday, May 19	3pm – 6pm, Ext. Office	Training & Camp Planning
<input type="checkbox"/> Friday, May 31	9am – 3pm, Ext. Office	Counselor Work Day
<input type="checkbox"/> Friday, June 7	2pm – 6pm, Ext. Office	Counselor Work Day
<input type="checkbox"/> Tuesday, June 11	9am – 4pm, Tar Hollow	Counselor Camp (see *note below)

4. Counselor Opportunities: *Great counselor training opportunities...more information coming soon!*

<input type="checkbox"/> February 23 - 24	MXC State Training at 4-H Center	Due Jan. 31
<input type="checkbox"/> March 9	Ohio 4-H Conference in Columbus	Due Feb. 1
<input type="checkbox"/> March 20 - 24	BLW – Buckeye Leadership Workshop	Due March 1
<input type="checkbox"/> April 13 – 14	Canter's Cave Counselor College	Due TBA

5. Athens County 2018 Camp Dates: *Counselors must be at camp from check-in through check out.*

- Friday, June 7 Athens County 4-H Cloverbud Day Camp
- Mon., June 17 – Thurs., June 20 Athens County 4-H Camp

***Note:**

- Counselor Camp is **mandatory** for all counselors!
- **Experienced counselors** who are unable to attend Tar Hollow Counselor Camp **must attend** either Canter's Cave Counselor College, MXC State Training, or BLW. Plan ahead, registration is early for these alternatives.
- **First-year counselors must attend** our Tar Hollow Counselor Camp.

BE RESPONSIBLE! It is expected that camp counselor obligations will be at the top of your priority list. Consistent failure to attend training or counselor camp will prohibit you from counseling. **Absences must be pre-approved.** Notify us at least 48 hours in advance, so we can discuss your options for continuing in the counselor selection and training process.

4-H CAMP COUNSELOR APPLICATION
DUE DECEMBER 14, 2018
CAMP DATES: JUNE 17 – 20, 2019

Name _____

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

4-H Club _____ Years in 4-H _____

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

Email _____ Home Phone _____

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

School Attending _____ Grade _____

In case of injury or accident, notify:

Name _____ Relationship _____ Phone _____

Number of Years as 4-H Camper _____ Number of Years as Counselor* _____
**NOT including this year*

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?

CFAES

Please list & explain 2 of your strengths: _____

Please list & explain 2 of your weaknesses: _____

In EACH column below, please check one activity area with which you would be willing to help at camp.

A	B	C
<input type="checkbox"/> Song Leader	<input type="checkbox"/> Get Out/Put Away Canoes/Kayaks	<input type="checkbox"/> Crafts
<input type="checkbox"/> Flags	<input type="checkbox"/> Fishing	<input type="checkbox"/> Evening Recreation
<input type="checkbox"/> Candle Lighting/Vespers	<input type="checkbox"/> Recreational Dance	<input type="checkbox"/> Campfire

Describe two program ideas (campfire, vespers, etc.) that you would be willing to lead. Please explain how they would enhance our camping experience!

Complete at least two of the four areas listed below with ideas for new and interesting camp activities. Feel free to gather ideas from family, friends, and other 4-H club members!

New Rotations: _____

Guest Speaker/Special Program Ideas: _____

CFAES

Theme Ideas: _____

Recreation/Afternoon/Evening Program Ideas: _____

**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 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 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 minor 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 times. 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 _____
Parent/ Guardian Signature _____

Date ____/____/____
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 December 14, 2018

OSU Extension, Athens County

Address: 280 W. Union Street, Athens, OH 45701

FAX: 740.592.1113

E-mail: moore.3317@osu.edu

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

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Ability to work with other teens					
Ability to work with adults					

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