Ross-Hocking Extension Camp Association, Inc.

Staff Application
2026 Season

Please return completed application by
March 1, 2026 to:

TarHollow4HCamp@gmail.com

Questions or Inquiries may be directed to the above email.
2026 Tar Hollow Personnel Directors are Kerry Young & Scott Sharp

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information visit cfaes.osu.edu/nondiscrimination.

Ross-Hocking Extension Camp Association, Inc.

The Ross-Hocking Camp Association camps at Tar Hollow State Park Camp, which is situated on Pine Lake in the Tar Hollow State Forest, approximately 15 miles east of Chillicothe. The Association rents the entire resident camp area from the State of Ohio for five weeks. The 2026 dates will be June 6 through July 13. Potential employees should be available for work at all times during this period.

The camp has a central lodge for recreation and food services. The lodge can seat approximately 230 youth and staff. The kitchen will be operated by the Camp Board kitchen staff. Swimming is at a private beach with a shallow swimming area enclosed by a dock. Permanent lodging is provided for both male and female staff along with meals. A sick room and first aid station is available for the Camp Health Director. Campers are housed in 28 individual units that will accommodate seven campers and one counselor.

The counties in the Ross-Hocking Extension Camp Association are: Athens, Fairfield, Hocking, Pickaway and Ross. Questions can be addressed to the 4-H Youth Development Educators in the following counties:

- Joy Sharp – Pickaway County
- Ryan Kline – Ross County
- Aubry Fowler & Leslie Cooksey – Fairfield County
- Bridget Moore – Athens County
- Kayla Nihiser – Hocking County
- Or Personnel Directors Kerry Young and Scott Sharp via email at TarHollow4HCamp@gmail.com

All applications should be returned to Kerry and Scott at TarHollow4HCamp@gmail.com. Applications are to be submitted by **March 1, 2026.** A brief description of each position follows. For a full job description, please see the 4-H Camp Manual of the Association. Manuals are available at the Extension Offices of those counties in the Association.

Abbreviated Job Descriptions

Camp Manager *[Salary is $3,300 plus room and board]*

The Camp Manager is responsible for managing and supervising the permanent staff, supervising the cleaning and maintaining of the camp area (including final clean-up), as well as handling camp group and association monies and performing various errands. Must be able to build and maintain positive working relationships between everyone at camp. Certain expenses will be reimbursed at the conclusion of the season.

Assistant Camp Manager *[Supplemental Contract pays $400]*

Keep updated on all duties of the Camp Manager, assist the camp manager with daily tasks, and be responsible for all duties of the Camp Manager when the Camp Manager is absent.

Canteen Director / Activity Assistant *[Salary is $2,100 plus room & board]*

Conduct the day-to-day operation of the canteen as directed by the Camp Manager and Camp Director. Keep accurate inventory of Canteen contents to assist with sales tax calculations. Will be accountable for monies received at the canteen. Order food, drink and other items as needed in the canteen. Post signs with cost of all items offered for sale in the canteen. Keep canteen area clean and neat at all times. Will be assigned to assist other staff members in their respective areas by Camp Director and Camp Manager. This assignment could change from day-to-day and camp-to-camp.

Recreation Director *[Salary is $2,100 plus room & board]*

Responsible for all indoor and outdoor recreation and training, including evening recreation as requested by Camp Director. This person shall also maintain and inventory all recreation equipment, as well as teach campers to use the equipment. The Recreation Director also is responsible for group song leading. Other responsibilities as deemed necessary by the Camp Manager/Camp Director.

Waterfront Director / Canteen Helper *[Salary is $2,400 plus room & board]*

Must be a certified lifeguard, WSI preferred. Supervise all swimming and boating activities at camp. Maintain swimming and water safety equipment. Teach swimming and water safety to campers and counselors (responsible for creating and carrying out lessons for this purpose). Assist the Canteen Director with the canteen operation. Other responsibilities as deemed necessary by Camp Manager/Camp Director.

Lifeguard / Canteen Helper *[Salary is $2,200 plus room & board]*
NOTE: Three lifeguards to be hired.

Must be a certified lifeguard, WSI preferred. Assist the Waterfront Director in supervising swimming and boating activities at camp. Help maintain swimming and water safety equipment. Teach swimming and water safety to campers and counselors. Assist the Canteen Director with the canteen operation. Other responsibilities as deemed necessary by Camp Manager/Camp Director.

Craft Director / Canteen Helper *[Salary is $2,100 plus room & board]*

Responsible for all camp craft activities. The Craft Director teaches camp crafts, maintains supply of inventories, keeps record of crafts used, keeps crafts organized, keeps craft area clean, accounts for all craft monies and inventories, maintains craft displays in Craft Shelter and the Lodge. Assist the Canteen Director with the canteen operation. Other responsibilities as deemed necessary by Camp Manager/Camp Director.

Naturalist / Canteen Helper *[Salary is $2,100 plus room and board]*

Prepare, teach, coordinate and lead integrated nature activities (including wise use and appreciation of camp's natural resources). Make a valuable contribution to each camper's experience that is fun and educational. Cooperate with camp directors in preparing teaching activities in advance of the camping period and be willing to provide help for counselors to teach nature programs at camp. Assist the Canteen Director with the canteen operation. Other responsibilities as deemed necessary by Camp Manager/Camp Director.

Kitchen Helper / Canteen Helper & Summer Staff *[Salary is $2,100 plus room and board]*

NOTE: Up to 2 employees to be hired.

Provide safe food by following all food safety guidelines. Assist with the flow of food through the kitchen including: receiving, storing, preparing, and serving. Assure facilities and equipment are clean and sanitary. Use integrated pest management as needed. Abide by all 4-H camp staff policies and non-discrimination guidelines. Cooperate with Food Service Manager, Camp Directors and permanent camp staff. Comply with all federal, state, and local laws. Make a valuable contribution to each camper's experience that is fun and educational. Assist the Canteen Director with the canteen operation. Other typical staff responsibilities as deemed necessary by Camp Manager/Camp Director.

All positions are subject to changes and modifications after interviews.
All positions will be responsible for helping with other camp duties as directed by the Camp Manager/Camp Director which will include basic health checks and cleaning duties.

2026 Application for Employment
Ross-Hocking Extension Camp Association, Inc.

I. Personal Information

Full Name _____ Date _____

Home Address _____

College Address _____

Are you a current 4-H volunteer? _____ If yes, what county? _____

T-Shirt size: _____

II. Preferences: Please number *(starting with 1 as the most desirable)* your preference of jobs for which you would like to be considered.

___ Camp Manager ___ Craft Director / Canteen ____ Recreation Director

___ Waterfront Director / Canteen ___ Lifeguard / Canteen ____ Naturalist / Canteen

___ Canteen Director/Activity Assistant ___Kitchen Helper / Canteen

Please mark here if you would like to be considered for the ____ Assistant Camp Manager supplemental.

III. Education
List all schools attended, beginning with the most recent:

School	Years Attended	Last Grade Completed	Area of Study

List previous training other than schooling (i.e. volunteer training, Red Cross certifications)

_____

_____

_____

_____

IV. Skills and Abilities: List skills & abilities you possess that would assist you in the position(s) you are applying for.

_____

_____

_____

V. Leadership Responsibilities: List and describe your previous Leadership Responsibilities

_____

_____

_____

VI. Availability

Camp dates are **June 6 to July 13**, 2026. Are you available the entire season? YES NO

If you answered "No", list specific date(s) of concern. (Each request is reviewed against the camp schedule. There is no guarantee that absence requests will be able to be granted.) _____

Interviews will be held in-person on **March 23** in the afternoon. If asked, can you attend? YES NO

Camp walk through and training will be held on **May 18** at Tar Hollow. If hired, can you attend?

YES NO

VII. Previous Employment: List previous employment experience (most recent first):

Employer _____ Dates _____ Phone _____

Address _____ Your Supervisor _____

Your Responsibilities _____

Employer _____ Dates _____ Phone _____

Address _____ Your Supervisor _____

Your Responsibilities _____

Employer _____ Dates _____ Phone _____

Address _____ Your Supervisor _____

Your Responsibilities _____

Employer _____ Dates _____ Phone _____

Address _____ Your Supervisor _____

Your Responsibilities _____

Employer _____ Dates _____ Phone _____

Address _____ Your Supervisor _____

Your Responsibilities _____

VIII. Previous Experience: List any previous background experience (including volunteer work) you may have had in camping, 4-H, or for the specific job area in which you are applying:

_____

_____

_____

IX. Personal Information

Full Name _____ Birth Date _____

Preferred Email Address _____ Home Phone _____

College Phone _____ Cell Phone _____

Best Method of Contact? (circle one)

•Email •Cell Call •Cell Text

X. Personal References: Provide the name and contact information of two people who know you well - preferably people with whom you have worked previously in a position similar to the ones at camp. Please do not list relatives or any Extension Professionals from Athens, Fairfield, Hocking Pickaway or Ross Counties.

Reference One:

Name _____ Home/Cell Phone _____

Address _____

Work Phone _____ Email (required) _____

How do you know this person? _____

Reference Two:

Name _____ Home/Cell Phone _____

Address _____

Work Phone _____ Email (required) _____

How do you know this person? _____

XI. Disclosure

Have you ever been dismissed from a position?

_____ Yes (if yes, provide details below) _____ No

_____

_____

Have you ever been convicted of a criminal offense (excluding minor traffic violations)?

____ Yes (if yes, provide details below) * ____ No

* A "Yes" answer will not jeopardize your candidacy unless the conviction is related to a bona fide job requirement of the position.

_____

_____

_____

XII. Certification and Statement of Understanding

I hereby certify that all of the information furnished in this employment application is true and complete to the best of my knowledge. I understand that Ohio State University Extension and the Ross-Hocking Extension Camp Association, Inc. may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military service, convictions, or personal information to Ohio State University Extension and the Ross-Hocking Extension Camp Association, Inc. I release any such person, firm, or organization from any responsibility in disclosing such information. I realize that any misrepresentation or false information included in the application materials provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment.

Signature _____ Date _____

Parent/Guardian's Signature† _____ Date _____

Parent/Guardian's Printed Name† _____

† Only required if applicant is under 18.

Return the completed application by March 1, 2026 to:

Tar Hollow Camp Personnel Directors: Kerry Young and Scott Sharp at TarHollow4HCamp@gmail.com

The Ross-Hocking Extension Camp Association is an equal opportunity employer.