

October 1, 2018

Dear Potential 4-H Camp Counselor:

Thank you for your interest in becoming a volunteer counselor for our 2019 Miami County 4-H camping season. Volunteering as a camp counselor provides you with an opportunity to gain new skills, help others, and meet new friends. Working with campers can bring you great satisfaction as you help them grow, learn, develop, and succeed.

**What's included in the application packet:**

- Camp Counselor Application • Camp Counselor Standards of Behavior • Counselor Code of Conduct
- 2 Counselor Reference Forms (completed by non-family members for first-time applicants only)

**Additional details: Application Deadline – October 26, 2018**

- **Camp Information:** The 2019 Miami County 4-H Jr. Camp will be held June 10-14 (**Monday – Friday**) at Indian Hills 4-H Camp located in Pleasant Hill. The Cloverbud Day Camp date and location are to be determined.
- **Counselor Age Eligibility:** Applicants must be ages 14-18 as of January 1, 2019.
- **Selection Process: New and returning applicants** must submit a completed application packet, participate in Camp Counselor Interactive Interviews and take part in an individual interview. **First time applicants must also provide two reference forms.** Please return the completed application packet by **Friday, October 26, 2018**, to O.S.U. Extension, Miami County, 201 W. Main St., Troy, OH 45373. **All applicants should contact the Extension Office to schedule an individual interview.** Interviews are by appointment only and will be held on Monday, November 5, 6:00 p.m. – 8:30 p.m., Thursday, November 8, 6:00 p.m. – 8:30 p.m., and Saturday, November 10, 11:00 a.m. – 4:00 p.m., in the O.S.U. Extension Meeting Room. Contact O.S.U. Extension, Miami County, at 937-440-3945, to schedule an appointment. Interactive interviews will be part of “Breakfast with Santa”, 8:30 a.m. - 11:30 a.m. on Saturday, November 17, at the Miami Valley Centre Mall in Piqua.

If you have any questions, please contact Demetria Woods, at woods.372@osu.edu, or 937-440-3943. We look forward to working with you.

Sincerely,



Demetria F. Woods  
Extension Educator, 4-H Youth Development  
Miami County

**4-H EVENT/OPPORTUNITY:** 4-H Camp Counselor**DATE / DEADLINE:** Applications are due to the OSU Extension Office no later than **October 26, 2018** by **4:00 p.m.****PROGRAM DESCRIPTION:**

4-H Cloverbud Day Camp Counselors are a group of teens selected to assist in being responsible for campers ages 5 and Kindergarten through second grade during 4-H camp. 4-H Jr. Camp Counselors are a group of teens selected to assist in being responsible for campers ages 8 and in third grade (or 9 regardless of grade level) through age 13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Miami 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 January 1, 2018.**
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of **24 hours** of training. (2 of these hours must be on-site 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: December 2018 – June 2019. 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 (first time applicants only).
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return all materials to O.S.U. Extension, Miami, 201 W. Main St., Troy, OH 45373 by Friday, October 26.



**4-H CAMP COUNSELOR APPLICATION**

Name \_\_\_\_\_

Age (January 1, 2019) \_\_\_\_\_ Date of Birth \_\_\_\_\_ (00/00/0000)

Home Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email \_\_\_\_\_ Home Phone \_\_\_\_\_

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

*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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently a 4-H member? \_\_\_\_\_ Have you attended 4-H camp? \_\_\_\_\_

Have you ever been a 4-H camp counselor? \_\_\_\_\_ If yes, how many years? \_\_\_\_\_

Is this your final year of eligibility as a counselor? \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Please circle which camp(s) you would like to work with: Jr. Camp and/or Cloverbud Day Camp.



## 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 roughhousing, horse-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 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 \_\_\_\_/\_\_\_\_/\_\_\_\_



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AND ENVIRONMENTAL SCIENCES



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Last Updated by H.K. Epley, 12/2016

### 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 October 26, 2018.**

Address: OSU Extension, Miami County, 201 W. Main St. Troy, OH 45373

FAX: 937-440-3945

E-mail: woods.372@osu.edu

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



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