

4-H EVENT/OPPORTUNITY: 4-H Camp Counselor serving at 4-H Camp Ohio July 25-29, 2019

DATE / DEADLINE: Applications are due to the OSU Extension Office no later than **March 8th** by **5pm.**

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 8-13 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Coshocton 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



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES



Ohio4h.org

CFAES provides research and related educational programs to clientele on a nondiscriminatory basis. For more information: go.osu.edu/cfaesdiversity.

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

REQUIREMENTS:

- Must be at least 15 years of age or a high school student by 1/1/19.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 12 hours of training. (2 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.
- Must provide two references, one reference must be from a 4-H club advisor.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted.
- 4-H member in good standing, projects must be completed, must meet requirements of club.
- First year counselors are required to attend a training at 4-H Camp Ohio on Sunday, April 28th from 2-5pm, departing the OSU Extension office at 1pm as well as help during Cloverbud Day Camp on June 1st.

SELECTION PROCESS:

- Individuals who complete the application and fulfill application requirements must attend the counselor **skills test on March 11th starting at 7:30pm at the Coshocton Christian Tabernacle Church, this includes an interview and dress expected is business casual.**

MEETING DATES/TIME/FREQUENCY

4-H Camp Counselors meet the following dates throughout the year:

- April 2nd (7:30-9:30pm, Room 145)**
- April 16th (7:30-9:30pm, Room B100)**
- May 2nd (7:30-9:30pm, Room B100)**
- May 30th (7:30-9:30pm, Room B100)**
- July 11th (7:30-9:30pm, Room B100)**
- July 22nd (7:30-9:30pm, Room B100)**

Meetings are held at the Coshocton County Services Building. We will also have a **mandatory** counselor training on **June 30th from 3-6pm** for a hands-on training. Counselors can be excused from one meeting (excluding the mandatory day training) if they have prior permission from Jenny. Counselors cannot miss more than one meeting, and have to meet the minimum 12 hours of training (being late counts against you) to be a counselor.

TO APPLY:

- Complete the application in its entirety.
- Turn in reference forms from two non-family members. One reference must be completed by a 4-H Club Advisor. Reference forms should be in sealed envelopes and must be turned in with the application.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return all materials to the Coshocton County Extension Office by 5pm, March 8th, 2019.

COST:

- Cost for new counselors is \$30, returning counselors pay just \$20 to Coshocton OSU Extension by the May 30th meeting.

4-H CAMP COUNSELOR APPLICATION

Name _____

Age (January 1) _____ Date of Birth _____ (00/00/0000) T-Shirt Size _____

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. _____

Rank these camp programs that are of interest and in which you could give leadership if selected as a counselor. Mark 1 (favorite), 2, and 3 under Daytime Programs and 1, 2, and 3 under Evening and Special Programs. If you excel in several areas, then rank more than three.

Daytime Programs

- Crafts
- Indoor Recreation
- Life Studies (Native Am., Pioneer, Farm)
- Nature Sessions
- Swimming & Canoeing
- Outdoor Recreation

Evening and Special Programs

- Campfire Activities
- Flags & Citizenship
- Outpost Camping
- Vespers & Candle Lighting

I am interested in being a Song Leader

Each year the counselors and adult staff select a timely and fun camp theme and plan all the camp activities and programs around the theme. After giving this important topic or "theme" some thought, write your theme for this year's camp and five specific ideas/themes for carrying it out. New and different ideas for activities are best. **Your theme will not be considered unless you include five suggestions.**

Theme _____

Suggestions must be according to the programs at camp including flags, vespers, special programs, dance, indoor recreation, campfire activities, etc.

1. _____
2. _____
3. _____
4. _____
5. _____

Who was your favorite counselor? _____

What qualities made them memorable to you? _____

Applicant Signature: _____ Date: _____

Parent Signature: _____ Date: _____

4-H Club Advisor Signature: _____ Date: _____



**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 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 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 note: Please submit in a sealed envelope to counselor to return with application. For questions contact the OSU Extension Office.

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