



Ohio State University Extension
Fairfield County
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December 2011

Dear 4-H'er and Potential Camp Counselor/Counselor In Training:

Thank you for your interest in the 2012 4-H Camping Program! You can be part of the camping program by being selected as a 4-H Camp Counselor or Counselor In Training (NEW OPTION FOR 13 YEAR OLDS!). While your involvement with the program would be a privilege and responsibility for you, we too would be privileged to have you as part of the team!

A reminder that everyone wanting to be a camp counselor or counselor in training needs to submit an application, Standards of Behavior Form, provide two references (due by January 13), and completed a project in 2011 regardless of whether you are a returning counselor or a new counselor. On the back of this page, please notice this year's training schedule. We will again be offering an Intermediate, Junior, Cloverbud, and Multi-County Teen Camp! Additionally, we will be having an extra day for Junior Camp Counselors and staff on June 25th and Intermediate Camp Counselors and staff on June 16th to move in ahead of campers and to make any final preparations. It is very important for all Junior & Intermediate Camp Counselors to be in attendance. Additionally, Multi-County Counselors Camp will be held June 15th at Tar Hollow State Park. Attendance will be required 100% of the time (no one will be permitted to leave early or arrive late) in order to counsel this year.

The enclosed job opportunity announcement lists the counselor training dates, states the requirements needed to be a counselor and counselor in training, and describes the responsibilities of a counselor/counselor in training. Please mark these dates on your calendar now so that you can be sure to attend. If you do have to miss a meeting, notify us in advance so we can discuss options for continuing on in the counselor selection process. Otherwise, failure to attend a training or planning meeting will prohibit you from counseling at camp this year.

As the same in years past, final selections will not be made until after the overnight retreat. Because changes have been made to the camps offered for Fairfield County, and we have a significantly higher number of counselors interested in working at camp this year, we may not be able to offer everyone an opportunity to counsel at camp. Decisions will be made on the basis of past performance, participation in the overnight retreat and other training and planning meetings.

As a 4-H member interested in camp counseling, we are also extending you two additional opportunities! One is attending the State Counselor Training February 18-19, 2012 in addition to the overnight retreat and the Ohio Teen & Volunteer Conference March 9-10, 2012. These are both unique ways to improve your skills as a camp counselor and learn from other counselors throughout the state. Attending these opportunities can help cover missed training hours due to conflicts with regular county trainings. Cost of the camp and conference is to be determined, but shouldn't exceed more than \$50 for camp and \$35 for the conference which includes meals and any materials. If an Ohio Achievement Form is completed, the fee will be reduced for the Ohio Teen Conference. If you are interested, registration forms are available at the Extension Office and are due by February 3rd. If you have any questions, please call Hannah at 740-653-5419 x19 or email kohler.61@osu.edu.

We look forward to an awesome year of Fairfield County 4-H Camping in 2012!

Sincerely,

A handwritten signature in cursive script that reads "Hannah Kohler".

Hannah Kohler
Extension Educator
4-H Youth Development

Sue Suttles
Sue Suttles
Program Assistant
4-H Youth Development

Enclosures: Job Opportunity Announcement, Camp Counselor/Counselor In Training Application

JOB OPPORTUNITY ANNOUNCEMENT

<u>POSITION:</u>	4-H Camp Counselor/ Counselor In Training (CIT)
<u>LOCATION:</u>	Tar Hollow State Park, Laurelville, Ohio Alley Park (Cloverbud Day Camp)
<u>REQUIRED EVENTS:</u>	
January 28	*New Counselor/CIT/Past CIT Only-Interviews & Selection 9-11 a.m., Ag Center
Feb. 18-19	State Counselor Workshop-Cost TBA — <i>Optional Event</i> TBA, Ohio 4-H Center, Columbus, Ohio
March 23-24	*All Counselor/CIT Training Overnighter Friday 5:30 p.m. – Saturday 3:00 p.m., Ag Center
April 11	Junior Camp Planning Meeting 7:00p.m. - 9:00 p.m., Ag Center
April 18	*Cloverbud Day Camp Planning Meeting 6:00p.m.- 8:00p.m., Ag Center Intermediate Camp Planning Meeting 7:00 p.m. - 9:00 p.m., Ag Center
May 2	Junior Camp Planning Meeting 7:00p.m. - 9:00 p.m., Ag Center
May 9	Additional Camp Planning Meetings As Needed-Cloverbud, Junior, & Intermediate Camps Sign Up with Planning Groups from 3-9 p.m. (HOLD DATE!)
May & June	Planning Committees as needed
May 23	*Camp Roundup 5:00 p.m. - 7:30 p.m., Ag Center (1 shift of 4:30-6:15 p.m. or 6:15-8:00 p.m.)
June 15	Tar Hollow Counselor's Camp – Cost TBA TBA, Tar Hollow State Park, Laurelville
June 16-17	Intermediate Camp Staff Move-In
June 17-20	Fairfield County Intermediate 4-H Camp Tar Hollow State Park, Laurelville
June 25-26	Junior Camp Staff Move-in
June 26-29	Fairfield County Junior 4-H Camp Tar Hollow State Park, Laurelville
July 5-6	Multi County Teen 4-H Camp Tar Hollow State Park, Laurelville
July 14	* Cloverbud Day Camp 9 a.m. – 4 p.m. Alley Park
July 18	Counselor Fun Night 6:30-8 p.m., Ag Center

DESCRIPTION: Immediate openings available for older youth wishing to be involved in the 2012 4-H camping program. Responsibilities include serving on at least two committees to plan and implement specific portions of a camp's program and assignment to a cabin providing round-the-clock care for the campers living in that cabin. Commitment to active participation in training activities is also expected. Position reports directly to the Camp Director with supervision by the total camp staff.

REQUIREMENTS: Candidates must be 13 years of age by January 1, 2012 for Cloverbud Camp, 14 years of age by January 1, 2012 for Junior Camp, and 15 years of age by June 16, 2012 for Intermediate Camp, must be a current 4-H member, and must have completed 4-H project work one year immediately prior to application. All candidates must complete an application and two letters of recommendation as well as satisfactorily complete counselors training. Selection based on application, advisor recommendation, selection meeting, and previous leadership and camping experiences. Any returning candidates must satisfactorily complete previous year(s) of service as camp counselor. All counselors are responsible to complete a minimum of 24 hours of training. All counselors-in-training (for Cloverbud Camp) are responsible to complete a minimum of 15 hours of training. *CITs should see * above for their required trainings.

BENEFITS: Develop leadership skills, gain self-confidence, assist in personal development of younger 4-H members, meet new friends, reduced camp fees.



2012 4-H CAMP COUNSELOR & COUNSELOR IN TRAINING APPLICATION-FAIRFIELD COUNTY



Application Due January 13, 2012

Name _____		Age (as of 1/1/12) _____	
Address _____			
Street	City	Zip	
Email _____	Home Phone _____	Cell Phone _____	
(Will be included in counselor directory)			
4-H Club _____		Years in 4-H _____	
School Attending _____		Grade Level in School _____	

4-H Project Experience:

What 4-H project(s) did you take last year (2011)? This does not include any FFA or other school or community projects taken. Please note it is required to complete a 4-H project a year prior to counseling at 4-H camp! _____

Basic Camp Information:

Years attended 4-H Camp as a Camper _____ Years as a 4-H Camp Counselor _____

Why do you want to be a camp counselor/counselor-in-training? _____

Camp Planning Information:

Please mark ALL camps you would like to be considered to counsel at (*make sure you are age eligible before selecting!*)

- | | |
|--|---|
| _____ Multi-County Teen Camp (<i>must be 19 yrs old as of 7/5/12</i>) | July 5-6 |
| _____ Intermediate Camp (<i>must be 15 yrs. old as of 6/16/12</i>) | June 17-20 (Counselors & Staff will come June 16) |
| _____ Junior Camp (<i>must be 14 yrs old as of 1/1/12</i>) | June 26-29 (Counselors & Staff will come June 25) |
| _____ Cloverbud Day Camp Counselor (<i>must be 13 yrs old as of 1/1/12—will work with campers day of camp</i>) | July 14 |
| _____ Cloverbud Day Camp Workshop Leader (<i>must be 2nd year counselor in 2012—will lead workshop day of camp</i>) | July 14 |

Of the camps marked above, please rank 1st preference, 2nd preference, and 3rd preference you would like to counsel.

- 1st Preference-
- 2nd Preference-
- 3rd Preference-

Rank each group of the following camp programs that are of interest to you and in which you could give leadership if selected. Mark your 1 (favorite) 2, & 3 choices for GROUP A **and** your 1, 2 & 3 choices for GROUP B. THIS IS FOR TAR HOLLOW CAMPS ONLY—Not Cloverbud Camp (those groups will be determined the first night of planning)

GROUP A

- _____ Decorations
- _____ Flags & Citizenship
- _____ Inspiration & Candle Lighting
- _____ Sessions
- _____ Song Leading

GROUP B

- _____ Campfire
- _____ First Night
- _____ Picnic
- _____ Special Events
- _____ Water Carnival

Each year the counselors and adult staff select a timely and fun camp theme and plan the camp activities and programs around the theme. Using a camp theme **you** would suggest, complete the following camp plan. (The themes listed will be the themes discussed at the planning meetings.)

CAMP THEME:

SUGGESTIONS FOR PROGRAM IDEAS REGARDING THIS THEME (Group Names, Guest Speakers, Activities, etc.):

ADDITIONAL INFORMATION:

To apply for a camp counselor/CIT position you need to obtain 2 Recommendations (from Adults only) with at least 1 being a 4-H Advisor. They should be someone other than your parents or relatives, whom can reference on your leadership & teaching skills, your responsibility & personal character.

COUNSELOR and COUNSELOR IN TRAINING RESPONSIBILITIES:

I will be expected to:

1. Attend all counselor trainings and meet the minimum required training hours (24 for counselors, 15 for counselors in training)
2. Conduct myself as an adult staff member -- that's what you are!
3. Set a good example by not using profanity or telling off-color jokes and stories.
4. Not have in my possession or use tobacco, alcohol or illegal drugs while I am participating in the counselors program and at 4-H Camp.
5. Be a responsible cabin counselor.
 - a. Help those assigned to my cabin or group to find the cabin or area and get settled.
 - b. Get to know each of the campers in my cabin or group personally and by name.
 - c. Have all campers, including myself, check in any of their medications with the nurse.
 - d. Make sure that all of my campers are familiar with Tar Hollow or Alley Park and camp rules through a tour of camp and rules check.
 - e. Make sure each camper uses personal hygiene.
 - f. Help campers take care of personal possessions.
 - g. Go over the camp program of activities with my campers at least once a day.
 - h. Check for illness or injury, but don't make much of a "fuss" about minor things.
 - i. Have one counselor sleep on a bed next to the door. (only applies to Tar Hollow Camps)
6. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine".
7. Never punish a camper by ridicule or physical punishment -- patience and understanding works wonders.
8. Urge safety at all times. Take time to explain how and why to do something safely.
9. Go with hurt or sick campers to the nurse no matter how minor the ailment.
10. Be quiet when appropriate and help keep campers quiet.
11. Plan and conduct special activities.
12. See that all campers are involved in all activities. Make sure no one is excluded.
13. Guide, suggest and develop in camp a feeling of planning and doing things together. All of this will in turn create a feeling of freedom.
14. Make sure campers understand they are responsible for their own behavior.
15. Be sure that all campers know that they must remain on the camp grounds at all times.
16. Be on time at meals, classes and activities.
17. Supervise table setting and dining room clean up when assigned or necessary.
18. Be flexible -- plans do change -- and rains do come.
19. Feel free to discuss problems with any of the other staff members.

By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor or counselor in training. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I do not conduct myself in an adult manner, which includes being out of my cabin after hours and the possession or use of tobacco, alcohol, illegal drugs or fireworks.

Signature of Counselor

Date

Signature of Parent/Guardian

Date



OHIO STATE UNIVERSITY EXTENSION VOLUNTEER STANDARDS OF BEHAVIOR



This Standards of Behavior is a contractual agreement accepted by volunteers who commit to an Ohio State University Extension program. The Standards of Behavior shall guide volunteer's behavior during their involvement in Extension programs. Just as it is a privilege for Ohio State University Extension to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with Ohio State University Extension is a privilege and a responsibility, not a right.

Ohio State University Extension provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to insure the safety and well being of all Extension program participants (i.e., members, their parents and families, professionals, and volunteers). Volunteers are expected to function within the guidelines of Ohio State University Extension and the individual (4-H, Agriculture, Natural Resources, Family & Consumer Sciences, Community Development) program area. Ohio State University Extension volunteers shall be individuals of personal integrity.

Ohio State University Extension volunteers will:

- Uphold volunteerism as an effective way to meet the needs of youth and adults.
- Uphold an individual's right to dignity, self-development, and self-direction.
- Accept supervision and support from professional Extension staff while involved in the program.
- Accept the responsibility to represent their individual county Extension program and the Ohio State University Extension program with dignity and pride by being positive mentors for the youth with whom they work.
- Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for all youth.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and Ohio State University Extension.
- Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- Not commit a felonious act.
- Comply with all civil rights laws and policies, including but not limited to O.S.U. Extension equal opportunity, anti-discrimination laws, and program participant protection policy.
- Perform duties in a responsible and timely manner as outlined in the job description.
- Report immediately any threats to the volunteer's emotional or physical well being to the county Extension professional.
- Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
- Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

CONTINUE ►►►►

Additional Comments:

Print Name

Signature

Date

Relation to Applicant

(Advisors) Club Name

Return on or before January 13, 2012

Please return to: Camp Counseling
OSU Extension-Fairfield County
831 College Avenue, Suite D
Lancaster, Ohio 43130