

4-H OPPORTUNITY: 2019 Ross County 4-H Camp Counselor**DUE: DECEMBER 15, 2018 by 4:30PM** to the Extension office**TO APPLY:**

- Complete and sign the application.
- Turn in reference forms from two non-family members (new applicants).
- Read and sign the *Standards of Behavior* and *Camp Counselor Code of Conduct* forms.
- Return all forms to the **Ross County Extension Office by December 15, 2018.**

REQUIREMENTS:

- Be at **least 14 years old AND a high school freshman by 01/01/2019.**
- Complete a minimum of 24 hours of training. Six (6) of these hours must be on-sight at Tar Hollow.
- Complete Child Abuse Awareness training.
- Sign *Standards of Behavior* and *Code of Conduct* forms. Have a current *Ohio 4-H Health History form* on file.
- New applicants must provide 2 references.
- Individuals who are 18+ years old by April 1, must complete a BCI background check

SELECTION PROCESS:

- First-year applicants: must attend the Interview & Orientation on **Sunday, January 6, 2019 from 3:00-6:00pm** at the Ross County Service Center. *MUST be present the entire time!*
- Individuals who fulfill the application requirements will be contacted regarding the next steps in the selection process.

MEETING DATES AND TIMES:

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

PROGRAM DESCRIPTION:

4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages **5-15** during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Ross County 4-H program will be strengthened and expanded.

Roles and Responsibilities of 4-H Camp Counselors include:

- Attend required trainings prior to camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Market and promote camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or groups to plan camp programs
- 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.

Checklist & Dates

Sally 740-253-0732 bluck.5@osu.edu
Katie 513-582-6713 feldhues.2@osu.edu
Office: 740-702-3200

1. **Complete, sign & return these (3) forms by December 15, 2018**

- Camp Counselor Application
- Counselor Contract
- Counselor Standards of Behavior

2. **Two (2) Reference Forms due December 15, 2018**

New Applicants- have TWO adults complete and return reference forms.
Returning counselors– references not required.

Note: person cannot be your relative; can be club advisor, teacher, pastor, etc.

- Camp Counselor Reference
- Camp Counselor Reference

3. **BCI Background Check due April 1, 2019**

- If you are/will be age 18+ by April 1, 2019 then you must complete a BCI background check

4. **Required Training Dates:** at Ross County Service Center

- | | | |
|---|---------------|--|
| <input type="checkbox"/> January 6 - Sunday | 3:00pm—6:00pm | Interview & Orientation for NEW Applicants |
| <input type="checkbox"/> February 6 - Wednesday | 5:00pm—7:30pm | Training & Camp Planning |
| <input type="checkbox"/> March 6 - Wednesday | 5:00pm—7:30pm | Training & Child Abuse Awareness Requirement |
| <input type="checkbox"/> April 3 - Wednesday | 5:00pm—7:30pm | Training & Camp Planning |
| <input type="checkbox"/> May 1 - Wednesday | 5:00pm—7:30pm | Training & Camp Planning |
| <input type="checkbox"/> *May 2 - Thursday | 2:00pm—6:00pm | *(optional) Work Day -theme decorations, etc. |
| <input type="checkbox"/> *May 8 – Wednesday | 2:00pm—6:00pm | *(optional) Work Day -set-up & decorate for Round-up |
| <input type="checkbox"/> May 9 - Thursday | 4:00pm—7:00pm | Camper Round-up –counselors will conduct activities |

5. **Ross County 2019 Camp Dates:** *Counselors must be at camp from counselor move-in thru final check-out day*

- Thurs., June 13—Sun., June 16 Ross County Senior Camp (*counselors move-in on Wed., June 12*)
- Saturday, June 22 Ross County Cloverbud Camp
- Thurs., June 27—Sun., June 30 Ross County Junior Camp (*counselors move-in on Wed., June 26*)

6. **Counselor Opportunities:** *Great counselor opportunities... call us for information*

- February 23-24 MXC State Training at 4-H Center due Jan. 31
- March 9 Ohio 4-H Conference in Columbus due Feb. 1
- April 13-14 Canter's Cave Counselor College in Jackson due Mar. 1
- March 20-24 BLW Buckeye Leadership Workshop due Feb. 20
- June 11 *Tar Hollow Counselor Camp due May 1 (*required for 1st year counselors)
- July 6-7 Tar Hollow Teen Camp (a camp for Ohio 4-Hers in high school)

BE RESPONSIBLE! It is expected that camp counselor obligations are at the top of your priority list.

Consistent failure to attend training will prohibit you from counseling.

Absences must be pre-approved.

Notify us at least 48 hours in ADVANCE IN WRITING, so we can discuss your options for continuing on in the counselor selection process.

2019 ROSS COUNTY 4-H CAMP COUNSELOR APPLICATION

DUE: **DECEMBER 15, 2018**

RETURN TO: OSU Extension - Ross Co. 475 Western Ave., Suite F Chillicothe, OH 45601

TO APPLY: Must be at least age 14 AND at least a High School Freshman as of January 1, 2019

Note: To communicate, we utilize text & email. Include current info for both methods that applicant can access.

NAME			
AGE (as of 1/1/2019) ____	DATE OF BIRTH __/__/____	MALE ____	FEMALE ____
ADDRESS			
(street)		(city)	
(zip)			
E-MAIL that Counselor checks & reads (print legibly)			
CELL PHONE		4-H CLUB	
(texting an option? yes / no)			
HOME PHONE		SCHOOL	GRADE
<i>In case of injury or accident, notify:</i> Name _____ Relationship _____ Phone _____			

I am <u>available</u> to be a counselor at:			
<input type="checkbox"/> Senior Camp	(grades 6, 7, 8, 9)	June 13 – 16	(June 12 - counselors move-in)
<input type="checkbox"/> Junior Camp	(grades 3, 4, 5)	June 27 – 30	(June 26 - counselors move-in)
<input type="checkbox"/> Cloverbud Camp	(ages 5 – 8 yrs)	June 22	

COUNSELOR QUESTIONS

Years attended as a CAMPER? ____ Years as COUNSELOR? ____ (include overnight & Cloverbud counselor experience)
 Other (non-4-H) camp experience _____

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? (Include experiences working with children and youth.) _____

Continued on page 2

What skills or contributions will you add to the counselor team in making sure camp is successful? (ex. Life Guard, First Aid, Babysitter's Course, Recreation, etc.) _____

What hobbies and/or special interests do you have that you would be willing to share at camp? (play guitar, sing, art, magician, etc.) _____

Answer the following and explain:

2 of your Strengths

(1) Strength: _____
Why? _____

(2) Strength: _____
Why? _____

2 of your Weaknesses

(1) Weakness: _____
Why? _____

(1) Weakness: _____
Why? _____

3 words that a friend would describe you:

(1) _____ (2) _____ (3) _____



**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 other, 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 +++8minor 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 ____/____/____

2019 ROSS COUNTY 4-H CAMP COUNSELOR REFERENCE FORM

Person completing this form cannot be a relative of applicant!

_____ is applying as a camp counselor at **Ross County 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.

Please submit in a sealed envelope and return by **December 15, 2018** (for the 2019 camping season)

OSU Extension—Ross County 475 Western Ave. Suite F Chillicothe, Ohio 45601

Phone: 740-702-3200

FAX: 740-702-3209

Reference Provided by:

Name (print): _____ Date: _____

Signature: _____ Relationship to Applicant: _____

Address: _____

1. Do you recommend this applicant to be a camp counselor? Yes / No
Why? _____
2. Would you place a child for whom you are responsible under the applicant's care? Yes / No
Why? _____
3. Additional comments: _____

4. 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 teens/peers					
Ability to work with adults					

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Ability to work with adults					