

4-H EVENT/OPPORTUNITY: 4-H Camp Counselor – Hancock County Resident Camp June 25-29, 2022

DATE / DEADLINE: Applications are due to the OSU Extension Office, 7868 CR 140, Suite B, Findlay, Ohio 45840 no later than November 15, 2021 by 4:00 p.m.

PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers ages 8 - 14 during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes, and aspirations needed for adult success, and the Hancock 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
- Plan, lead, and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Plan, 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:

- \$20 application fee for pre-camp expenses. Fee will be returned if not selected as a counselor.
- Must be at **least 14 years old and in the 9th grade** as of January 1, 2022.
- Must be able to get transportation to meetings and events as needed
- Participate with provided camp transportation.
- Must complete a minimum of 24 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 and complete the Code of Conduct form.
- Must provide two references (use attached form), **one should be from a club advisor.**
- **Individuals 18+ year old at least two months prior to camp, must have a background check conducted.**
- Must be in good standing as a 4-H member, complete projects, and attend club meetings.

SELECTION PROCESS:

- Individuals who complete the application and fulfill requirements will be interviewed December 7 or 8, 2021.

MEETING DATES/TIME/FREQUENCY

See attached calendar for 2022 tentative meeting dates.

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 (use attached form) from two non-family members. One must be your club advisor.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- \$20 application fee is due with application**
- Return all materials to the Hancock County Extension Office by 4:00 p.m. November 15, 2021



4-H CAMP COUNSELOR APPLICATION

Name _____

Age (Jan. 1, 2022) _____ Date of Birth _____

Years in 4-H _____ Years as a Camper _____ Years as a Counselor _____

T-Shirt Size (circle) S M L XL 2XL

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 describe 2 of your strengths and discuss why that would benefit the camp staff. _____

**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, uphold high standards for self and accept consequences for inappropriate behavior
- Practice good citizenship, leadership, and self-control
- Show respect to others, be courteous and respectful
- Use appropriate language at all times
- Be supervised by activity/program personnel at all times in which privacy would not be expected (restroom, overnight stays, etc.)

The following behaviors and actions are not permitted at The Ohio State University in activities or programs with minor participants:

- Actions that bully, tease, dominate, or display sexualized behavior toward others
- Disrespect of others, unsportsmanlike, 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
- Being in spaces in which you are not permitted to be (including but not limited to unsupervised spaces, another's room, etc.)
- Destruction or theft of property
- Violation of rules, including established curfew, when applicable
- Other conduct determined to be inappropriate for youth development

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.

Staff/volunteer expectations:

- Will not have private contact with minors, including electronically
- Refrain from any criminal conduct
- Endeavor to provide a safe and healthy experience for all participants
- Report any child abuse or neglect in accordance with university policy

If you suspect or know that a staff member or volunteer is not acting in accordance to these expectations, please contact the activity or program director immediately. Additional information can be found at:

go.osu.edu/protectionofminors

I, _____, as a participant in an activity or program with minor participants, 4-H Camp,
(name of minor, print) (name or 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 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 ____/____/____

ADVISOR 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 November 15, 2021

OSU Extension, Hancock County
Address: 7868 CR 140, Suite B, Findlay, OH 45840
E-mail: kirian.31@osu.edu

Please note: Please submit by email or in a sealed envelope.
For questions contact the OSU Extension Office.

NON-FAMILY MEMBER 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 November 15, 2021

OSU Extension, Hancock County
Address: 7868 CR 140, Suite B, Findlay, OH 45840
E-mail: kirian.31@osu.edu

Please note: Please submit by email or in a sealed envelope.
For questions contact the OSU Extension Office.