

Volunteer Camp Staff Position Description

Ohio State University Extension, Hancock County 4-H Youth Development

Position Title: Camp Staff

Date / Deadline: Applications are due to the OSU Extension Office no later than **November 9, 2023 by 4pm**

Time Required: 4-6 hours monthly for six months; full-time commitment during Camp, June 25-29, 2024

General Purpose: Serving as the Camp Staff at Camp Ohio 4-H Camp during Hancock County Junior 4-H Camp. Major responsibility includes being available at all times to the campers, counselors and assisting other staff.

Responsibilities:

- Before arrival at camp:
 1. Assist counselors during training and planning sessions.
 2. Notify staff and counselors of pertinent information.
- While campers are arriving:
 1. Assist in check-in if assigned to that position.
 2. Help monitor campers and direct them to the appropriate check in location(s), if necessary.
- While at the camp:
 1. Get checked into staff quarters as time allows.
 2. Assist in unloading programming supplies and putting away as needed.
 3. Assist counselors with campers, as needed.
 4. Be prepared to help with different sessions. When not assigned to a session, help in making rounds through the camp to be sure that things are running smoothly.
 5. Assist counselors with programs and activities as needed.
 6. Be aware of emergency procedures and camp signals. Assist with accounting for all parties and report the status to the Camp Director, as needed.
- While campers are departing:
 1. Assist in checkout assignments and help oversee camper pick-ups.
 2. Return all paperwork to Camp Director before departing camp.
- During entire camping season (before, during, after):
 1. Demonstrate appropriate language and behavior at all times. (See 4-H Volunteer Standards of Behavior)
 2. Communicate with Camp Director and other staff members and counselors, as necessary.
 3. Responsibility for collecting camper bed assignments.
 4. Attend the counselor/staff meeting prior to camper arrival.
 5. Judging best decorated/cleanest cabin/etc. award.
 6. Cabin checks at the end of the day.
 7. Camp clean-up monitoring.

Qualifications and Expectations:

- Be committed to youth development and safety.
- Uphold the Code of Conduct for all Volunteers.
- Submit to a criminal history fingerprint record check

By signing below I acknowledge and agree to be held to the above responsibilities.

Printed Name of Camp Staff

Signature of Camp Staff

Date signed



4-H ADULT STAFF APPLICATION
Due to the Office by

Name _____

Gender _____

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 an Adult Staff member? _____

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 Adult Staff 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 already an approved 4-H volunteer? _____
If not are you willing to apply to become an approved volunteer? _____



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Positions and responsibilities: Please select what position(s) you would be interested in serving as

___ Dean of Men

- Point of contact for counselors during trainings and at camp
- Assist and oversee the planning of the "Campfire" program
- Start fire for Campfire each evening
- Oversee bathroom cleaning on men's side of Camp
- Help perform cabin checks each evening at lights out

___ Dean of Women

- Point of contact for counselors during trainings and at camp
- Assist and oversee the planning of the "Flags" program
- Be kitchen liaison (note allergy/food sensitivity kids have proper meals and communicate cleaning procedure on first night to ensure proper cleaning)
- Oversee the Table Hoppers (Table setters for each meal)
- Clean-up of dining hall after each meal
- Oversee basement of multipurpose room and retreat kitchen in the leadership hall

___ King of the Rec Hall

- Assist and oversee the planning of the "Evening Rec" program
- Oversee cleaning of Rec Hall each morning
- Assist with music/mics for events in the rec hall

___ Queen of the Craft Hall

- Assist and oversee the planning of the "Signature" program
- Help plan, create supply list and run craft sessions at camp
- Help determine whole camp craft and ensure counselors know how to teach session

___ Adventure Team

- Teach and run sessions throughout camp for designated activity
- Activities include: Flying squirrel, Tower/Zipline, High Ropes and Team Challenge
- Assist with check in and check out

___ Junior Dean

- Assist in communications between Counselors and Staff
- Judge best decorated cabins and cleanest cabin
- Oversee cleaning throughout camp
- Ride "Camper" bus to and from camp

Please list other skills you have that you feel would be of value to the Adult Staff

*Please note: position responsibilities may be added or changed based on strengths and experience of each member of Adult Staff



REFERENCE FORM

_____ is applying as an Adult Staff Member at 4-H Camp this summer. The Adult Staff 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 17th

OSU Extension, Hancock County
 Address: 7868 County Road 140 Suite B Findlay, OH 45840
 FAX: 419-422-3866
 E-mail: burner-kitzler.1@osu.edu

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



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