



To: Potential Teen Camp Counselors for James City County 4-H Junior Summer Camp
SUBJECT: Teen Camp Counselor Applications
Due by 4:30 pm on December 17, 2021

Thank you for your interest in volunteering as a Teen Camp Counselor for the 2020 James City County 4-H Junior Summer Camp, **August 8-12, 2022**. We want the most enthusiastic and responsible teens to be teen counselors for our 4-H camp week. We anticipate selecting a minimum of 28 teens. **In order to be considered for selection you must:**

1. Turn in the attached, completed application by 4:30 pm on December 17, 2021. ***Please hand- write the application.***
2. Have **three** references (not family members, friends, or classmates) complete the reference form. **Reference forms are also due by December 17, 2021. All applicants (including returning counselors) must have three references completed.**
2. All Camp Counselors will be required to attend an in-person interview January 3-12, 2022. After submitting your application, call the Extension office to schedule your interview at 757-564-2170 or email skee@vt.edu

Teen Camp Counselor Position Description Summary

(see attached for complete description)

A position as Teen Camp Counselor is a great opportunity to develop your leadership skills by assisting with planning and conducting a 5-day, 4-night 4-H Junior Camp for boys and girls ages 9-13. It is also a significant position of responsibility. Teen Counselors are role models who help supervise campers and provide for their safety and well-being. Counselors will supervise campers at all times during camp, including: free recreation time, assemblies, in cabins, and in classes. Teen counselors work with adult volunteers and Virginia Cooperative Extension staff and are under the direction of the Extension 4-H Agent/Staff.

Requirements and Fees

- 15-18 years of age. You must be 15 years of age by September 30, 2022.
- Must attend the Teen and Adult Leadership Training (TALT) at Jamestown 4-H Center (Dates to be determined)
- Must attend all mandatory trainings. Trainings will be held monthly from Jan.-May at dates and times to be determined later. You are expected to make every effort to attend all monthly trainings.
- A Camp Counselor Fee of TBD due upon selection in December. (Scholarships are available for teens with a financial need. Please contact our office for scholarship information: 757-564-2170.
- Must be: mature, responsible, dependable, respectful, work well with others, have a positive attitude, and be a good role model.

If you have any questions, please contact us at 757-564-2170.



Position Description

4-H Teen Camp Counselor

Responsible To:

- The Extension Agent or other Extension Faculty/Staff in charge of the unit 4-H camping event.

Responsible For:

- Supervising children during the entire 4-H camp session, providing for the safety and well-being of each camp participant at all times;
- Assisting with 4-H camp classes, programs, and activities and being on-time and present for all assigned activities;
- Being able and willing to treat each camper, staff person, and peers with respect and dignity at all times;
- Showing a genuine concern for children by communicating, advising, assisting, and establishing a warm, friendly relationship with them;
- Demonstrating a willingness to work as a member of a team with other staff persons, teens and adults, summer camp staff, and under the supervision, guidance, direction, and leadership of the Extension staff in charge of the 4-H camping program;
- Being able and willing to accept and perform leadership roles (i.e. be a “leader”) as a 4-H camp teen counselor, and being able and willing to work as a member of the team when others are in the leadership position (i.e. be a “follower”);
- Learning the objectives of the 4-H camping program;
- Following the Virginia 4-H Standardized Code of Conduct at all times;
- Being able and willing to (a) understand, accept, and live by certain “living standards” and a code of conduct that are necessary in a community made up primarily of young children, and (b) become familiar with the 4-H camp rules and policies and communicating and enforcing these rules and policies to others;
- Being familiar with the needs and interests of the specific camp age groups represented in the 4-H camp setting and work to assist young children in meeting these needs and interests;
- Being able and willing to associate with campers, realizing that the camp is designed for these camp participants;
- Being a positive role model/example for boys and girls at all times during 4-H camp, as well as for the staff working with the 4-H camping event; and,
- Performing other duties as assigned by the Extension Agent/Staff in charge of the 4-H camp.

Training Required:

- All 4-H Teen Camp counselors must have received training in at least the core content identified in the Virginia 4-H Camping Handbook. At least 24 hours of pre-camp training is recommended.



2022 4-H Camp Counselor Application

James City County
4-H Junior Summer Camp – August 8-12, 2022

You must be 15 years old by September 30, 2022 to apply to be a Camp Counselor. If you will be 14 years old between October 1, 2021 and September 30, 2022, you can apply to serve as a Counselor-in-Training (CIT).

Application due in the Extension Office by 4:30 pm December 17, 2021

Late applications will not be accepted.

*Please fill out completely in teens own handwriting! – **DO NO TYPE***

Name _____ Birth Date _____

Street Address _____

City _____ State _____ Zip _____

Mailing Address (if different than above) _____

City _____ State _____ Zip _____

Home Phone number * _____ Teen Cell Phone Number _____

Gender _____ Age _____ Grade _____ Name of School _____

Teen Email Address* _____

Parent/Guardian Name(s) _____

Parent/Guardian Cell Phone Number (s)* _____

Parent/Guardian Email Address (es)* _____

****Communication about the Camp Counselor program will be sent via email and/or text to all teen and parent cell phone numbers and emails provided.***



Virginia Cooperative Extension

Virginia Tech • Virginia State University

www.ext.vt.edu _____



Have you ever been a 4-H club member? Yes No If yes, how many years _____

Name of the 4-H club and the county/city it was in: _____

Have you ever attended 4-H camp as a camper? Yes No If yes, how many years? ____

Where? _____

Have you ever served as a CIT (Counselor-In-Training) at 4-H Camp? Yes No

If yes, what year(s)? _____ Where? _____

Have you served as a camp counselor at 4-H Camp before? Yes No If yes, how many years?

Where? _____

List your school and/or community activities (clubs, sports, church, etc.). Use a separate piece of paper if you need more room.

Organization/Group Name	Dates

List any leadership experiences or positions you have held. Use a separate piece of paper if you need more room.

Position	Organization/Group Name	Dates



List any volunteer (including community service) and/or paid work experience. Use a separate piece of paper if you need more room.

Position	Employer Name, Address, and Phone #	Dates

List any experiences you have had working with children (not including serving as a 4-H Camp Counselor) such as babysitting, church nursery helper, helping with younger scouts or siblings, etc. Use a separate piece of paper if you need more room.

Position	Employer or Organization Name	Dates

List your hobbies or special skills

On a separate piece of paper, answer the following questions:

1. What do you think is the most important responsibility a teen camp counselor has during the week of 4-H camp?
2. What do you think your greatest strengths are in regards to the responsibilities of a Camp Counselor?
3. What do you think your weaknesses are in regards to the responsibilities of a Camp Counselor?
4. Why would you like to serve as a Camp Counselor?
5. Why should we select you to serve as a Camp Counselor?



Applicant and parent read and sign below

Required for Processing!!

If I am selected and accept the position, I commit to attending 4-H Junior Camp on August 8-12, 2021 in its entirety and to attend the required Teen and Adult Leadership Training (TALT) at the Jamestown 4-H Center. I also commit to attending at least 8 more hours of training. Trainings will be held monthly between January and April 2022 at dates and times to be determined later. I will make every effort to attend all trainings, or to attend make-up training dates if necessary. I realize the TALT training and the additional 8 hours of training are mandatory, and if I am unable to attend my teen counselor position could be revoked.

I understand that turning in this application does not guarantee me a spot as a Camp Counselor. Applications and references will be reviewed, interviews will be held, and selections will be based on all three factors (including past performance if you have served as a camp counselor before).

I understand that, if selected, I will need to pay the Camp Counselor fee (TBD). Scholarships are available for teens with a financial need. Please contact our office for scholarship information (757-564-2170).

Please do NOT turn in any money with this application. Money will be due at time of selection.

Applicant Signature _____ **Date** _____

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____ **Date** _____

RETURN THIS APPLICATION:

By Mail:

VCE-James City County
4-H Camp Counselor Program
P. O. Box 69
Toano, VA 23168

Hand Deliver to Our Office

Virginia Cooperative Extension
James City County Unit
3127 Forge Road
Toano, VA 23168

APPLICATION DUE BY: 4:30 PM on December 17, 2021

If you have any questions, please call 757-564-2170 or skee@vt.edu



4-H Teen Camp Counselor Reference Form

References: Please complete this form and return by mail or email to the addresses listed below by December 17, 2021.

Thank you for agreeing to serve as a reference for a teenager who is applying for a Teen Camp Counselor position for the James City County 4-H Junior Camp. Camp Counselors supervise campers (ages 9-13) throughout the day and at night and help with camp classes and activities. ***The role of Camp Counselor requires a great deal of maturity and responsibility as the counselors are one of our main forms of camper supervision and are responsible for keeping campers safe. Your honest evaluation of this teen's ability to perform these functions is very helpful.*** If you have questions or concerns about this role, please contact Sandra Kee, at 757-564-2170 or skee@vt.edu.

Name of 4-H Camp Counselor Applicant: _____

Your Name (Please print): _____ **Phone Number:** _____

In what capacity and for how long have you known the applicant?

Please rate the applicant on the following attributes:

	Excellent	Good	Fair	Poor	Not sure
Trustworthiness					
Works well with peers					
Works well with adults					
Works well with children					
Respectfulness					
Responsibility					
Maturity					
Leadership					
Obeys rules					
Caring (shows concern for					
Positive Attitude					
Self-control					
Cooperation/works well in a					
Enthusiasm					
Communication Skills					
Dependability					
Initiative to do things					
Good Role Model					
Exhibits Self-Confidence					



Do you know of any reason why this person should not work with children? (If yes, please explain.)

Would you recommend the applicant to serve as a Camp Counselor working with children in a supervisory role?

Yes, wholeheartedly Yes, with some reservation No

Other comments or information you think we should know when making our selections:

Signature: _____ **Date:** _____

Please return this form:

By Mail:
VCE-James City County
PO Box 69
Toano, VA 23168

Or By Email:
skee@vt.edu

Forms are due by December 17, 2021.



4-H Teen Camp Counselor Reference Form

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Cooperation/works well in a					
Enthusiasm					
Communication Skills					
Dependability					
Initiative to do things					
Good Role Model					
Exhibits Self-Confidence					



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4-H Teen Camp Counselor Reference Form

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Name of 4-H Camp Counselor Applicant: _____

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