



**To: Potential Teen Camp Counselors for James City County 4-H Camp**

**Re: Teen Camp Counselor Applications due by 5:00 pm on December 16th, 2016**

Thank you for your interest in volunteering as a Teen Camp Counselor for the 2017 James City County Junior 4-H Camp, **July 3-7, 2017**. We want the most enthusiastic and responsible teens to be teen counselors for our 4-H camp week. We anticipate selecting a minimum of 21 teens. **In order to be considered for selection you must:**

1. Turn in the attached, completed application by 5:00 pm on December 16th, 2016. **Please hand-write the application.**
2. Have **three** references (not family members, friends, or classmates) complete the online reference form (link to reference form attached). **Reference forms are due by December 22nd, 2016. All applicants (including returning counselors) must have three references completed.**
3. All new Camp Counselors (anyone that was not a camp counselor for summer camp 2016) will be required to attend an in-person interview in January. You will be asked to schedule an interview after the application deadline. **Returning Camp Counselors (anyone that served as a camp counselor for summer camp 2016) will not have to complete an interview.**

**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 Junior 4-H Camp for boys and girls ages 9-14. 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.

**Requirements and Fees**

- ✓ 14-19 years of age. You must be 14 years of age by January 1, 2017.
- ✓ Must attend the Teen and Adult Leadership Training (TALT) at Jamestown 4-H Center (Dates to be determined, but is usually held late May-early April from 8 am on a Saturday to 12 pm on a Sunday)
- ✓ Attend at least 8 additional hours of training. Trainings will be held regularly from Feb.-June at dates and times to be determined later. You are expected to make every effort to attend all monthly trainings
- ✓ A TALT Fee of approximately \$45.00 (exact amount and due date still being determined)
- ✓ A Camp Counselor Fee of \$125.00 due upon selection in February. (Scholarships are available for teens with 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.

**Sally Brooks, Extension 4-H Agent, James City County**

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer. If you are a person with a disability and desire assistance or accommodation, please notify the James City County VCE Office at (757-564-2170/TDD\*) during business hours of 8:15 a.m. and 5:00p.m. \*TDD number is (800) 828-1120.



## 4-H Teen Camp Counselor Position Description

### **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.



**2017 4-H Camp Counselor Application**

**James City County**

**Junior 4-H Camp – July 3-7, 2017**

*You must be 14 years old before January 1, 2017 to apply to be a Camp Counselor. If you will turn 14 between January 1 and September 30, 2017, you can apply to serve as a Counselor-in-Training (CIT).*

**Application due in the Extension Office by 5:00 pm December 16, 2016.**

**Late applications will not be accepted.**

**Please fill out completely in teens own handwriting! - DO NOT 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)\* \_\_\_\_\_

Tshirt Size (Please Circle One): Adult S    Adult M    Adult L    Adult XL    Adult XXL

Other size: \_\_\_\_\_

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

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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? 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, not including camp counselor at 4-H camp. Use a separate piece of paper if you need more room.

Position	Organization/Group Name	Dates

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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

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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 Junior 4-H Camp on July 3-7, 2017 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 regularly between February and June 2017 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 \$125.00 Camp Counselor fee. I will also need to pay the TALT fee (exact amount still being determined, but estimated to be about \$45.00). Scholarships are available for teens with 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-JCC

4-H Camp Counselor Program

P.O. Box 69

Toano, VA 23168

**Hand Deliver to Our Office:**

James City County Extension Office

3127 Forge Road

Toano, VA 23168

**APPLICATION DUE BY: 5:00 pm on December 16, 2016**

**If you have any questions, please call 757-564-2170.**

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## Information to Complete 4-H Teen Camp Counselor Online Reference Form

**References: Please complete this online form by December 22, 2016.**

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 Junior 4-H Camp. Camp Counselors supervise campers (ages 9-14) 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 Sally Brooks, the Extension 4-H Agent, at 757-564-2170 or [saupton@vt.edu](mailto:saupton@vt.edu).

To complete the online reference form, please go to the web address provided below or use the QR code to access the online form. The form is very short and should take 5 minutes to complete. If you need a hard copy of the form, please ask the teenager for which you are serving as a reference. They can provide you with a hard copy to fill out and mail into our office.

### Web Address for Online Reference Form:

[https://virginiatech.qualtrics.com/SE/?SID=SV\\_emxOw1jvTFbJ6Jv](https://virginiatech.qualtrics.com/SE/?SID=SV_emxOw1jvTFbJ6Jv)

## QR Code for Online Reference Form





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