

Title: 2012 Tri County 4-H Camp Counselor Application



Questions about Tri County Camp Counselor Position?

Younger 4-H Camp contact: Doug Hovatter at 304 264-1936, or Doug.Hovatter@Mail.WVU.edu

Intermediate 4-H Camp contact Denis Scott at 304 258-8400 or Denis.Scott@Mail.WVU.edu

Older 4-H Camp contact Shay McNeil at 304 728-7415 or Shay.McNeil@Mail.WVU.edu

Open: Applications are due January 30, 2012. Announcement is effective until positions are filled.

Type of Positions: Teen and Adult Counselor and Jr. Staff for week of Younger 4-H Camp.

There is no salary but room and board are provided for the week of 4-H Camp.

Time Required: March-May training as scheduled, camp week Sunday to Friday.

Locations: Training at County WVU Extension office and Training/Camping at 4-H Camp Frame.

General Purpose: Support Extension Program Professional, volunteers and youth in conducting meaningful Educational experiences at residential Tri County 4-H Camp.

Terms Defined:

Adult Counselor Older and Intermediate Camp 21 or older Younger Camp 18 or older as of date of camp.

Teen Counselor Intermediate and Younger Camp Only ages 16-17 as of date of camp.

Jr. Staff Younger Camp only, age 14 as of date of camp.

Full Time Staff Arrives and signs in on time Sunday and signs out on Friday when camp ends.

Part-Time Staff Does not arrive on time Sunday, signs in and out during camp week.

Responsibilities:

1. Assist with organized educational, recreation or creative arts activities
2. Work cooperatively with adult and teen counselors, campers, Extension faculty and staff, and 4-H Extension Camp Instructors.
3. Maintain effective communications with adult and teen counselors, campers, Extension faculty and staff, and 4-H Extension Camp Instructors.
4. Follow all guidelines and policies of the West Virginia University Extension Service, West Virginia 4-H Youth Development Program, 4-H Program of Tri County 4-H Camp assignment including attending counselor training.
5. Exercise mature, professional judgment in assuming responsibility for and working with youth.
6. Follow the direction of County extension faculty (4-H agent) supervising the camp; perform various duties, maintain positive attitude, shows up on time, and cooperate in overall safety of camp activities as directed.
7. Complete and submit all paperwork as requested by the director.
8. Arrive at Tri County 4-H camp site on time and conducts duties and activities in a timely manner.

Qualifications:

Individuals serving as Tri County 4-H Extension Camp Counselor must have:

- A knowledge of 4-H Heritage, WV 4-H Camp traditions and songs;
- The ability to be energetic, enthusiastic, quick-thinking, flexible, diplomatic and prompt;
- The ability to teach and motivate youth while nurturing positive self esteem, decision-making skills, responsibility and leadership in youth ages 9-11 Younger Camp; youth ages 12-15 at Intermediate Camp and campers ages 15-21 at Older Camp.
- A sincere commitment to cooperating with others to further the educational purposes of the West Virginia University Extension Service 4-H Camping Program.

Essential Functions:

Ability to communicate and work with youth and adult participants of differing age and skill levels; provide necessary instructions and encouragement to youth ages as defined by camp week and age of campers.

Ability to observe youth ages as defined by camp week their behavior, enforce appropriate safety regulations and policies and emergency procedures and apply appropriate behavior management techniques,

Visual and auditory abilities to identify and respond to environmental and other hazards related to activities,

Ability to assist youth ages as defined by camp week in emergencies (fire, evacuation, illness, injury),

Possess physical strength and endurance required to maintain constant supervision of youth and perform other assigned duties.



Tri County 4-H Camp Counselor Program Overview

The Tri County 4-H Camp Counselor Program is designed to enhance the development of Teens and Adults through proven experiential-based training. As a side benefit of the program, these people form a well-trained cadre of leaders who can provide assistance to Tri County 4-H Camping and other educational Extension events and activities.

Program Goals:

- To provide leadership development opportunities for adults and teens serving in the program
- To increase Tri County 4-H Camp counselors knowledge about and ability to deliver educational programs for youth ages 9-21 and adults
- To provide support to Tri County 4-H Camp, and other educational Extension programs

Why should I be a Tri County 4-H Camp Counselor?

The Tri County 4-H Camp Counselor program is an opportunity for you to build on your 4-H experience by sharing your talents and energy with 4-H members, parents and volunteers at Tri County 4-H Camp. You will gain valuable life skills and develop leadership skills by practicing problem-solving and communication techniques. Your training and experiences as a Tri County 4-H Camp Counselor will give you skills and experience you need to compete in today's job market.

What is expected of a Tri County 4-H Camp Counselor?

Tri County 4-H Camp Counselors are to be seen as solid role models for young people, demonstrating four-fold development through their abilities to collaborate with the 4-H agent, leaders and youth in the execution of 4-H camp for campers ages 9-21. An March-May training program followed by a full week of on-the-job practice will result in demonstrated competency in the following areas:

1. Understand one's own strengths, limitations, and abilities to get along with people.
2. Willing to develop a professional identity as a competent camp counselor.
3. Appreciate and value the diverse perspectives, experiences, and identities of campers and volunteers
4. Communicate effectively
5. Able to guide others in gaining greater personal and social awareness.
6. Able to integrate appropriate recreational and educational programs into the design and delivery of Tri County 4-H Camp.
7. Comply with current tri county, state and ACA national camping guidelines
8. Exemplify four-fold development in the areas of head, heart, hands, and health

Additionally, Tri County 4-H Camp Counselors are expected to:

- Gain knowledge of the breadth and depth of Tri County 4-H camp traditions and songs
- Uphold WVU Extension Service mission, policies and values regarding youth development and respect for diversity
- Be able to rise early, go to bed when lights out and remain enthusiastic all day long.
- Develop flexibility amid changing weather conditions and willing to accept changing responsibilities.
- To be a counselor of positive youth development

Accommodation

WVU Extension Service, in compliance with the Americans with Disabilities Act, requests that individuals needing reasonable accommodations in the application process contact the 4-H Youth Development Office in person or by mail at: WVU Extension Service, 400 W. Stephen Street, Suite 302, Martinsburg, WV. 25401 or by telephone at (304)264-1936.





Name:	Circle the week of 4-H Camp you are applying for: YOUNGER INTERMEDIATE OLDER		
	6/10-15/12 6/17-22/12 6/24-6/29/12		
Last Name	First Name	Middle Name	Preferred Name as will appear on name tag.
This will be my _____ year of being a counselor.			
Counselor or Staff Position Check one	<ul style="list-style-type: none"> <input type="radio"/> Adult Counselor Full Time residential (Younger 4H Camp adults are age 18 and older as of first day of camp) Will you have a child in camp as a camper? Yes No Camper (s) name _____ <input type="radio"/> Tribal Counselor Teen residential ages 16-17 (Intermediate and Younger Camp only) <input type="radio"/> Jr. Staff residential ages 14 as of first day of camp. <input type="radio"/> Part-time Adult Staff *NOTE that all part time staff must have an approved written schedule prior to week of camp. 		
Home Address:			
City:	State:	Zip:	
County:	Birth Date:	Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Home Phone:	Cell Phone:		
Email Address 1:	Please print neatly.		
TRAINING All full time counselors are required to complete 10-hours of training.			

Counselor Information

What experience do you have working with kids?	What were your duties and skills learned?
Name of Camp Class you will teach: _____ <i>Be creative in naming your class.</i> Do Not purchase class supplies until you are provided number registered for your class. Cost for each class not to exceed \$5.00 per camper.	Describe your camp class. Write a brief description of your class that will help the camper decide that this is the class for them.
Teen Tribal & Jr. Staff Counselors only: What tribe will you work with during your week of camp? Mingo Cherokee Seneca Delaware	All Counselors and Staff Circle Shirt Size Small Medium Large X-Large XX-Large
Your Cabin Choice: Top Bunk Lower Bunk All effort will be made to place staff in their cabin and bunk of choice, however campers take first priority. Anything the camp director should know about you and/or suggestions you have please attach those comments in writing.	On Sunday for your week of Camp all staff must check-in at the dining hall with the camp director and provide a current health form, signed contact; media release form and code of conduct. All staff must check in with the camp nurse before lights out on Sunday.

TRI-COUNTY 4-H CAMP STAFF RULES

All staff should know the rules and follow camp rules.

1. All Staff are to sign in and are not permitted to leave Camp Frame unless authorized by Camp Director. We require that all staff stay in camp and leave only in case of an emergency. We staff camp with a camper to counselor ratio and we need our staff in camp at all times. All staff must "sign in and out".
2. Staff should not bring valuables to camp. The use of iPods or Cell Phones is not allowed in the presents of campers. Turn them off and when campers are not around check your messages and reply as needed. Campers Do NOT bring cell phones to camp.
3. The use, consumption, or possession of alcoholic beverages, liquor, beer, including non-intoxicating beer, and unlawful items, such as illegal non-prescription drugs, is not permitted at Tri-County 4-H Camp.
4. Anyone arriving for camp being under the influence of any of the above substances will not be permitted to sign-in. If the Camp Director has a good, solid reason to believe a person has an illegal item or substance in his/her possession, or is under the influence of said substance, the Camp Director has the right to inspect or search the possessions of the person in his/her presence. The Camp Director has the right to send the individual home and/or contact law enforcement.
5. It is illegal to sell tobacco products, including smokeless tobacco, to minors. West Virginia 4-H has a responsibility to support the law and protect the health of its members. Therefore, the use of tobacco products at Tri-County 4-H Camp will not be permitted. Camp Frame is TOBACCO FREE!
6. Staff and/or campers will be charged the cost for any physical facility damage they cause.
7. Do NOT move into cabins until you check-in with the camp nurse and director.
8. Check with director where to park vehicle during camp.
9. Tri County 4-H Camp has five tribes and all camp counselors are expected to participate in the entire Camp program according to their schedule. The Big Foot Tribe should demonstrate the Excellence of 4-H Camping at all times. Model the Behavior you expect to see from campers.
10. All staff is expected to follow health and safety regulations of camp, i.e. not going into the swimming pool unless the camp lifeguard is on duty and the pool is open.
11. All staff must have a current health statement and all medicine must either be given to the camp nurse or secured from access of campers.
12. No weapons are allowed.
13. Staff and campers are not allowed to wear offensive clothing, jewelry, or items that are NON-4-H in message.
14. Staff and Campers' will maintain modesty in the way they dress at all times including what they wear to the pool.

Remember this is 4-H Camp; dress and act like you respect yourself and 4-H.

4-H Camp Harassment Policy: Tri County 4-H Camp recognizes that a person's right to freedom from discrimination includes the opportunity to work in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable at Tri County Camp. Harassment includes all unwelcome advances, written or verbal innuendoes, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the Tri County 4-H Camp program.

4-H Camp Sexual Harassment Policy: In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and conduct of a sexual nature. Any camper or staff member who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their camp Director.

4-H Camp Prank Policy: Due to the fact that every camper and staff member has the right to a safe, secure and fun week at camp, no camper or staff will willfully tease, harass, or pick on another person at camp. Tools of harassment include, but are not limited to, water balloons, shaving cream, tape (etc.) if a camper is caught using these (for this purpose), and they are subject to consideration for going home. Many people believe that "pranks" are a traditional camp concept. If you feel that pranks are what you come to 4-H Camp for, we suggest that you consider a different camp experience.

4-H Camp Dress Code: Staff and Campers are expected to dress appropriately while at camp. No clothing is to be worn at camp with offensive language or symbols.

4-H Camp Music Policy: All music played or used at Tri County 4-H Camp will be "radio edit" only.
"Music and Words your mother would appreciate."