

November 1, 2017

Dear Potential Clarke- Warren 4-H Camp Counselors and CIT's,

It is time to start preparing for the 2018 Clarke-Warren 4-H Camp. If you are excited and can't wait for camp now is your opportunity to apply to be a counselor or counselor-in-training (CIT).

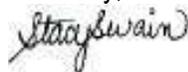
To be considered for a position please complete the enclosed application and return it by Tuesday, December 12th. Application can be returned to the Warren County Extension Office, mailed or turned in at the kick-off holiday celebration. In order to be considered for a counselor position you must be 14 years of age by January 1, 2018. Counselors-in-Training must be 13 by January 1, 2018. If you are 13 as of January 1, 2018 you may also attend camp one final year as a camper. If you are selected you will assist with classes, be responsible for supervising campers, and lead various activities. You will also be expected to attend monthly trainings, be responsible, provide leadership and set a positive example for fellow teens and campers.

Once we receive your application you will be required to participate in an interview in either Clarke or Warren County. Interviews are brief, around 10 minutes, and questions will deal with topics related to your camping experiences and your ability to work positively with youth, your peers and adults. On the application date and time slots are listed, please indicate your preferences and then be sure to contact Stacy Swain at the Warren County Extension Office to confirm. It is the responsibility of the applicant to schedule and confirm their interview. Interview times will be given on a first come, first serve basis.

Lastly, we are inviting all applicants and interested youth to join us for a kick-off holiday celebration on Tuesday, December 12th, 6:30-8:30 p.m. at the Warren County Community Center (538 Villa Ave., Front Royal). We will start our camp planning by celebrating the holiday season with good friends and holiday fun. Please bring a refreshment (cookies, chips, pretzels, fruit, vegetable tray etc.) to share. Drinks and paper products will be provided. Also, we will be hosting an optional gift exchange. If you wish to participate, please bring a wrapped gift of \$5.00 or less.

We look forward to seeing everyone on December 12th and working with you for the 2018 Clarke-Warren 4-H Camp. If you have any questions, please feel free to contact me.

Sincerely,



Stacy Swain
4-H Youth Development Educator
Clarke-Warren 4-H Camp Director
Warren County
hstacy@vt.edu

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

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Name: _____

Applying for:

_____ Counselor-In-Training (must be 13 by 1/1/18)

_____ Counselor (must be 14 by 1/1/18)



For Office Use Only

Date Received in Office: _____

Mail: _____ In Person: _____

Interview Day and Time:
 _____ at _____

Application for Clarke-Warren 4-H Camp Counselors and CIT's

Clarke-Warren Camp: July 9-13, 2017

This application is due Tuesday, December 12, 2017

Return to:

VCE – Warren County

Attn: Stacy Swain, Clarke-Warren Camp Director

220 N Commerce Ave, Suite 500

Front Royal, VA 22630

4-H Camp Teen Counselor Job Description

- A. Be the leaders in developing a wholesome camp spirit:
- Be friendly to everyone.
 - Learn and use first names.
 - Set a good example.
 - Help the campers feel at home.
 - Encourage campers to participate in all activities, to take care of equipment and 4-H Center property, etc.
 - Respect the campers right to have ideas.
 - Bring out the hidden talents of campers.
 - Go over the camp schedule with campers as often as necessary.
 - Carry out instructions of camp director(s) or program leader.
 - Preside at meals.
 - Inform campers of procedures used in meal service and clearing of tables.
 - Lead and direct table conversation.
 - Give special attention to:
 - Seeing that no one is left out.
 - Encouraging good eating habits.
 - Checking on illnesses or injuries and, if necessary, reporting them to the 4-H Center nurse/EMT.
 - Getting campers to various locations on time.
 - Promoting safety at all times.
 - Getting quiet after “lights out”.
 - Encouraging every camper to be considerate of his fellow campers as well as staff.
 - Maintaining necessary discipline by helping campers understand the limits prescribed for group living situations.
 - Promote the six Pillars of Character...trustworthiness, respect, responsibility, fairness, caring, and citizenship.
- B. Serve as a class assistant or helper and/or teach a class.
- C. Assist with a group of campers (sometimes called by another name such as “pack”).
- D. Assist with other duties as assigned (ex: pool spotter, program set-up, etc.)
- E. Help with recreation, evening programs, and campfire activities.
- F. Help to evaluate camp on the basis of the camp objectives.
- G. Be responsible to the Camp Director(s) or the person he/she designates.

**2017 Clarke/Warren 4-H Camp
TEEN COUNSELOR & CIT APPLICATION**

Please print legibly! Incomplete applications will not be accepted!

Due: Postmarked or Delivered by Tuesday, December 12, 2017

Address, phone numbers and email will be used to contact counselors and CIT for interviews, trainings and additional important information. Please write legibly and fully complete.

Name _____

Address _____

Home Phone _____ Youth Cell Phone _____

Cell Phone Carrier AT & T US Cellular Verizon Other _____

Email _____

Only list an address that you check regularly as email is how most correspondence is sent

What is the best way to reach you? Cell Text Email Home Phone

Age (1/1/18) _____ Birthdate ____/____/____ Female Male

Race: _____ T-shirt size _____

Parents/Guardians Names _____

Parents/Guardians Cell Phones _____

Parents/Guardians Emails _____

Are you enrolled as a 2016/2017 4-H Member? _____

Experience:

1. **Leadership** – Describe any leadership roles you have had, whether in 4-H, school, community groups, etc.

2. **Supervising Youth** – List experiences you have had that involved working with children ages 9 to 13.

3. **Camp Experience** – List any overnight camps you have attended. Also list any leadership roles you held at any of these camps.

4. **How many years you have held the following positions at camp (check marks are not acceptable):**

___ CIT ___ Camp Counselor ___ Lead Teen ___ Great Bear

Skills – List three (3) skills that you feel you can contribute to the 4-H Camping Program.

Training – List any trainings or certifications you have that relate to 4-H camp. Include if you have been a CIT (Counselor-In-Training) or taken the CIT class at 4-H camp, as well as life guard certification, First Aid, etc.

Background – Describe any behavioral or criminal situations in your past, this includes school suspensions. If you answer yes to either, please describe the situation below.

1. Have you ever been convicted of a crime? Yes No
2. Have you have been suspended from school? Yes No

Considerations for this year's camp:

1. Would you like to plan, teach, and manage a camp class?

___ Yes* ___ No, I just want to assist other teens/adults in teaching classes.

**If you choose to teach a class, a Camp Class Planning Form is due at the first teen training session.*

2. Which of the following positions would you like to be considered?

___ Lead Teen ___ Keeper of the Claws ___ Great Bear

Social Media:

Do you have a Facebook account that you wish to utilize for updates and information? If yes, please list that name in which we can befriend you on Facebook.

References:

List three (3) references other than family members (people who know you well and can attest to your character and to your ability to work with and supervise youth.) Suggested people to ask to be your reference are teachers, coaches, ministers, 4-H leaders, employers, and/or guidance counselors.

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP (teacher, coach, etc.)

In addition to providing contact information on your three (3) references, please have them fill out the enclosed 4-H Camp Teen Reference Form and return to the Clarke or Warren County Extension Offices. Please note that reference forms MUST be in a sealed envelope from your reference person or they may also be mailed to your local Extension Office by the application deadline.

Agreement/Consent

- I have read and understand the 4-H Camp Teen Counselor job description. I understand that all teen applicants must successfully complete a screening, selection, and training process before being allowed to attend 4-H Camp as a Teen Counselor. This process includes: (a) submission of a completed application, (b) reference checks (3 references), (c) participation in a face-to-face interview as requested by Extension Agent, and (d) completion of mandatory training sessions.
- If selected as a 4-H Camp Teen Counselor, I will uphold the camp rules and procedures and abide by the 4-H Code-of-Conduct during the entire camp week. I will conduct myself as a responsible young adult.
- I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal. I also understand that records and criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service to Virginia Cooperative Extension.
- I understand that Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. Virginia Cooperative Extension is an equal opportunity employer.

Printed Teen Name

Teen Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

2018 Clarke- Warren 4-H Camp

July 8 – 12, 2018

SELECT YOUR TOP THREE CHOICES FOR INTERVIEW DAY & TIME

Please rank your choices 1, 2 & 3. Check marks are not acceptable!

_____ **Tuesday, January 16th**

(In Clarke County- Location TBD – 10:00 a.m.– 6:30 p.m.)

_____ 10:00 a.m. _____ 10:40 a.m. _____ 11:20 a.m. _____ 12:20 p.m. _____ 1:50 p.m. _____ 2:30 p.m.
 _____ 10:10 a.m. _____ 10:50 a.m. _____ 11:30 a.m. _____ 12:30 p.m. _____ 2:00 p.m. _____ 2:40 p.m.
 _____ 10:20 a.m. _____ 11:00 a.m. _____ 12:00 p.m. _____ 1:30 p.m. _____ 2:10 p.m. _____ 2:50 p.m.
 _____ 10:30 a.m. _____ 11:10 a.m. _____ 12:10 p.m. _____ 1:40 p.m. _____ 2:20 p.m.

_____ 3:00 p.m. _____ 3:40 p.m. _____ 4:20 p.m. _____ 5:00 p.m. _____ 5:40 p.m. _____ 6:20 p.m.
 _____ 3:10 p.m. _____ 3:50 p.m. _____ 4:30 p.m. _____ 5:10 p.m. _____ 5:50 p.m. _____ 6:30 p.m.
 _____ 3:20 p.m. _____ 4:00 p.m. _____ 4:40 p.m. _____ 5:20 p.m. _____ 6:00 p.m.
 _____ 3:30 p.m. _____ 4:10 p.m. _____ 4:50 p.m. _____ 5:30 p.m. _____ 6:10 p.m.

_____ **Wednesday, January 11th**

(Warren County Government Center - 3:00 p.m. – 7:30 p.m.)

_____ 3:00 p.m. _____ 3:40 p.m. _____ 4:20 p.m. _____ 5:00 p.m. _____ 5:40 p.m. _____ 6:20 p.m. _____ 7:00 p.m.
 _____ 3:10 p.m. _____ 3:50 p.m. _____ 4:30 p.m. _____ 5:10 p.m. _____ 5:50 p.m. _____ 6:30 p.m. _____ 7:10 p.m.
 _____ 3:20 p.m. _____ 4:00 p.m. _____ 4:40 p.m. _____ 5:20 p.m. _____ 6:00 p.m. _____ 6:40 p.m. _____ 7:20 p.m.
 _____ 3:30 p.m. _____ 4:10 p.m. _____ 4:50 p.m. _____ 5:30 p.m. _____ 6:10 p.m. _____ 6:50 p.m. _____ 7:30 p.m.

_____ **Thursday, January 17th**

(Warren County Government Center - 3:00 p.m. – 7:30 p.m.)

_____ 3:00 p.m. _____ 3:40 p.m. _____ 4:20 p.m. _____ 5:00 p.m. _____ 5:40 p.m. _____ 6:20 p.m. _____ 7:00 p.m.
 _____ 3:10 p.m. _____ 3:50 p.m. _____ 4:30 p.m. _____ 5:10 p.m. _____ 5:50 p.m. _____ 6:30 p.m. _____ 7:10 p.m.
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 _____ 3:30 p.m. _____ 4:10 p.m. _____ 4:50 p.m. _____ 5:30 p.m. _____ 6:10 p.m. _____ 6:50 p.m. _____ 7:30 p.m.

_____ **I cannot make any of these interview times and need to schedule a special interview.
 It is your responsibility to call Stacy to schedule an interview!**

Warren Office- Stacy Swain (540) 635-4549

You will receive a confirmation e-mail to the address listed on this application. If you do not hear from Extension staff, it is YOUR RESPONSIBILITY to call and find out your interview time!