



**Ohio State University Extension  
Delaware County**  
149 N. Sandusky Street  
Delaware, OH 43015

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December 8, 2004

To: Potential Camp Counselors and CIT's

It is time to start thinking about the 2005 4-H Camping Program! You can be a part of the camping program by being selected to be a 4-H Camp Counselor or CIT. The enclosed job opportunity announcement lists the counselor training dates, states the requirements needed to be a counselor, and describes the responsibilities of a counselor. Please review it thoroughly.

Let me know that you are interested in being a counselor by completing and returning the enclosed four page application by **January 7, 2005**. Please give the Advisor Recommendation Form to your advisor and ask them to complete it. Please have them send the form back directly to me by **January 14, 2005**.

Previous CIT's and anyone applying for a CIT position for the first time must go through a selection interview. Previous counselors do not need to attend this meeting. CIT applicants and previous CIT's should mark on your calendar the date of the selection process meeting. Your attendance is necessary. The date is:

**January 26**  
**7:00 - 9:00 p.m.**  
**Hayes Services Building, Room G-35**  
**140 N. Sandusky Street, Delaware**

The selection process will be a series of four hands-on group activities in which we will look at your skills in teaching, decision making, conflict management and teamwork. If you cannot attend the meeting, please call (shows responsibility) and tell me. You will need to schedule an individual interview with me. **Be sure to turn in your application by January 7, 2005!**

Thank you for your interest in being a CIT or Camp Counselor in 2005!

Sincerely,

Laryssa Hook  
Extension Educator  
4-H Youth Development

## CAMP COUNSELOR JOB OPPORTUNITY ANNOUNCEMENT

POSITION: 4-H Camp Counselor  
LOCATION: 4-H Camp Ohio

**DATES:**

January 26	Selection Meeting 7:00-9:00 p.m., Hayes Service Bldg.	May 4	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.
February 23	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.	May 18	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.
March 9	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.	June 15	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.
March 23	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.	June 29	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.
April 6	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.	July 13	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.
April 20	Counselor and CIT Meeting 7:00-9:00 p.m., Hayes Service Bldg.	July 21-25	Delaware Co. 4-H Camp 4-H Camp Ohio
April 23-24	Counselor Workshop 4-H Camp Ohio	August ?	Counselors' Party 7:00 p.m., Place to be announced

**DESCRIPTION:** Immediate openings available for 4-H members 4-H age 14 and older wishing to be involved in the 2005 4-H camping program. Responsibilities include serving on at least one committee to plan and implement specific portions of a camp's program; assisting in sessions; and assignment to a cabin providing round-the-clock care for the campers living in that cabin. Position reports directly to the Camp Director, supervision by total camp staff.

**REQUIREMENTS:** CIT candidates **must** be 14 years of age by January 1, 2005 and a 4-H member. Preference will be given to members who will be age 15 as of camp dates. Counselor candidates should have previous experience as a CIT or other similar experience and be age 16 by camp dates. Candidates must satisfactorily complete counselors training, including the selection process. All counselors **must complete a total of 24 hours of training and planning meetings** to meet American Camp Association guidelines. Selection based upon application, advisor recommendation, interview, previous leadership and camping experiences, and ability to meet training hour requirements.

**BENEFITS:** Develop leadership skills, gain self-confidence, assist in personal development of younger 4-H members, meet new friends. Reduced camp fees.

*Delaware County Extension, a part of Ohio State University Extension, is an equal opportunity employer, and applications will be accepted without regard to race, color, creed, religion; sexual orientation, national origin, gender, age, handicap or Vietnam-era veteran status.*

Interested persons should return the enclosed application materials by **January 7, 2005**.

TO: Laryssa Hook  
OSU Extension - Delaware County  
149 North Sandusky Street  
Delaware, OH 43015  
Phone: 740-833-2030  
Fax: 740-833-2029  
hook.26@osu.edu

**DELAWARE CO. 4-H CAMP COUNSELOR APPLICATION**  
**Due January 7, 2005**

\_\_\_\_\_  
Name (First) (Middle) (Last)

\_\_\_\_\_  
(Present Address Street or Route) (City) (State) (Zip)

\_\_\_\_\_  
Date of Birth Age 4-H Club Years in 4-H  
(Month/Day/Year) (as of Jan 1, 2005)

\_\_\_\_\_  
Phone Number E-mail Address

\_\_\_\_\_  
School Attending Grade Level in School

**4-H CAMP EXPERIENCE:**

Number of years as camper: \_\_\_\_\_ Number of years as counselor or CIT: \_\_\_\_\_

List your responsibilities as camper: \_\_\_\_\_  
\_\_\_\_\_

List your responsibilities as counselor: \_\_\_\_\_  
\_\_\_\_\_

**OTHER CAMP EXPERIENCE** (Conservation Camp, Leadership Camp, Carving New Ideas, Scout Camps, School Camps, Etc.)

<u>Camp Name</u>	<u>Describe Experience/Responsibilities/Year Attended</u>
_____	_____
_____	_____
_____	_____
_____	_____

Rank each group of the following camp programs that are of interest to you and which you could give leadership if selected. Mark your 1 (favorite) 2, and 3, choices for GROUP 1 and your 1, 2 and 3 choices for GROUP 2.

**GROUP 1 (SESSIONS)**

- \_\_\_\_\_ Indoor Recreation
- \_\_\_\_\_ Outdoor Recreation
- \_\_\_\_\_ Nature Education
- \_\_\_\_\_ Crafts
- \_\_\_\_\_ Swimming & Canoeing
- \_\_\_\_\_ Shooting Sports
- \_\_\_\_\_ Adventure Education (High Ropes, etc.)  
(Must be 16 or older for Adv. Edu.)
- \_\_\_\_\_ Photography

**GROUP 2 (ACTIVITIES)**

- \_\_\_\_\_ Outpost
- \_\_\_\_\_ Songleading
- \_\_\_\_\_ Evening Program/Dances
- \_\_\_\_\_ Campfire Activities
- \_\_\_\_\_ Inspiration & Candle Lighting
- \_\_\_\_\_ Flags & Citizenship
- \_\_\_\_\_ All Camp Activities

Each year the counselors and adult staff select a timely and fun camp theme and plan all the camp activities and programs around the theme. After giving this important topic of “theme” some thought, complete the following camp plan.

**“MY CAMP PLAN”**

CAMP THEME: \_\_\_\_\_

GROUP/COUNSELOR NAME IDEAS: \_\_\_\_\_

\_\_\_\_\_

SPECIAL PROGRAM (MAY BE/NOT BE RELATED TO THEME): \_\_\_\_\_

\_\_\_\_\_

GUEST SPEAKER IDEAS: \_\_\_\_\_

\_\_\_\_\_

RECREATION IDEAS: \_\_\_\_\_

\_\_\_\_\_

ALL CAMP ACTIVITY IDEAS: \_\_\_\_\_

\_\_\_\_\_

OTHER SUGGESTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL INFORMATION:**

Are there any activities that will conflict with attending counselor meetings, counselor's camp, or 4-H Camp?

Circle: YES or NO

If yes, what is (are) the conflicts(s)? \_\_\_\_\_

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What are the real reasons for conducting 4-H Camp (besides fun)? \_\_\_\_\_

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List any special training or experiences (i.e., YMCA course, Red Cross course, Lifeguard Certification): \_\_\_\_\_

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List any activities/organizations in which you participate (i.e., sports, band, Vo-Ag, year book, church choir): \_\_\_\_\_

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List any hobbies, interests, or special skills: \_\_\_\_\_

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**REFERENCES:**

List two adults, other than your parents, whom could be called for reference on your leadership and teaching skills, and your responsibility and personal character.

NAME	COMPLETE ADDRESS	ZIP	PHONE
1.	_____	_____	_____
2.	_____	_____	_____

## COUNSELOR RESPONSIBILITIES:

I will be expected to:

1. Attend all counselor trainings including an interview and counselors camp.
2. Conduct myself as an adult staff member - that is what you are!
3. Set a good example by not using profanity or telling off-color jokes and stories.
4. Not have in my possession or use tobacco, alcohol or illegal drugs while I am participating in the counselors program and at 4-H Camp.
5. Be a responsible cabin counselor.
  - A. Help those assigned to my cabin to find the cabin and get settled.
  - B. Get to know each of the campers in my cabin personally and by name.
  - C. Have all campers, including myself, check in any of their medications with the nurse.
  - D. Make sure that all of my campers are familiar with Camp Ohio and camp rules through a tour of camp and rules check.
  - E. Make sure each camper uses personal hygiene.
  - F. Help campers take care of personal possessions.
  - G. Go over the camp program of activities with my campers at least once a day.
  - H. Check for illness or injury, but don't make much of a "fuss" about minor things.
  - I. Have one counselor sleep on a bed next to the door.
6. Be in my cabin with my campers at all times between the hours of "Lights Out" and "Rise and Shine".
7. Never punish a camper by ridicule or physical punishment - patience and understanding works wonders.
8. Urge safety at all times. Take time to explain how and why to do something safely.
9. Go with hurt or sick campers to the nurse no matter how minor the ailment.
10. Be quiet when appropriate and help keep campers quiet.
11. Plan and conduct special activities.
12. See that all campers are involved in all activities. Make sure no one is excluded.
13. Guide, suggest and develop in camp a feeling of planning and doing things together. All of this will in turn create a feeling of freedom.
14. Make sure campers understand they are responsible for their own behavior.
15. Be sure that all campers know that they must remain on the camp grounds at all times.
16. Be on time at meals, classes and activities.
17. Supervise table setting and dining room clean up when assigned or necessary.
18. Be flexible - plans do change - and rains do come.
19. Feel free to discuss problems with any of the other staff members.

By signing below, I acknowledge that I have read and agree to abide by the above responsibilities if selected as a camp counselor. I understand and agree that I will be asked to call my parents/guardian immediately to pick me up if I do not conduct myself in an adult manner, which includes being out of my cabin after hours and the possession or use of tobacco, alcohol, illegal drugs or fireworks.

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Signature of Counselor

Date

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Signature of Parent/Guardian

Date

