

Dear Chippewa County 4-H Camp Staff Applicants,

Whether you are veteran camp staff or interested in applying for the first time, we invite you to submit an application for a 4-H summer camp position. Attached is the position description for serving as a camp counselor. All applicants must have achieved in 4-H the year prior to be considered for the camp counselor role.

Being a 4-H camp staff member means **accepting a job** with many **responsibilities**. There are specific expectations that all counselors are expected to meet and follow. As youth counselors, parents are entrusting you with the care of their children. **Expectations of camp staff include but not limited to:**

- * Follow the camp rules and make sure the campers do as well.
- * No visiting between cabins after campfire.
- * Be a positive role model. Inappropriate language and clothing are not an option.
- * Be safety conscious for the campers and yourself.
- * The use of drugs/alcohol is not part of any 4-H program.
- * In order to be prepared, staff need to attend **all required** staff training days. This includes two overnight training sessions to prepare the staff to handle camper situations effectively and plan the camp program.

For more a more detailed job description, please see the Chippewa County 4-H Overnight Camp Counselor Position Description. If you feel these are standards that you cannot accept, or you cannot attend the staff training days, then you **should not apply** for a summer camp position.

Due to the increased concerns of liability, all youth camp staff must attend the planning and training sessions or meet the training hours needed. This is necessary to meet risk management best practices and State 4-H requirements for training qualified camp staff. If a potential staff person has a question, please contact Jackie Johnson, 4-H Youth Development Educator.

Youth who will be 16 years old by the first day of camp are welcome to apply.

To apply to be a camp staff member you must go through a selection process, which includes the following:

1. Application consisting of a cover letter, resume and references are due November 15th. Please note, if there are not enough applications, the recruitment process may be extended.

2. **Personal Interviews** -

- All applicants must go through an interview process which includes teaching and interview by the overnight camp committee.

Interview date is: **Monday, March 13, 2017, beginning at 6:30 pm. If this date does not work, please contact the UW-Extension office immediately.**

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3. Selection Process –

Selection will be based on the following:

1. Written application
 2. Past experience as a camp staff member or other youth leadership roles
 3. Past camp staff evaluation, if applicable
 4. Age and maturity level
 5. Personal interview
 6. In addition, club leaders may be phoned for a reference, if needed to determine an applicant's leadership ability to be a camp counselor.
4. All staff **are required to attend** the staff training at Kamp Kenwood May 5-6, 2017. Training will begin at 5:00 pm and conclude at 3:00 pm. We will schedule time with the Kamp Kenwood staff to get a tour of changes and opportunities we have at the camp facilities.
5. Other dates to save on your calendar include: June 20-21 beginning at 9:00 am and concluding at 3:00 pm on June 21 at Lake Wissota State Park, July 20th, 11:00 am Chippewa County Courthouse, Camp is scheduled for July 23, beginning at noon and concluding on July 26 at 6:00 pm at Kamp Kenwood.

We are committed to providing the youth of Chippewa County with a quality summer camp experience. We hope that through hard work and cooperative team efforts youth will have an educational and fun 4-H camp experience.

If you have additional questions about any of the 4-H summer camp staff positions, please call Jackie at the UW-Extension Office.

Overnight Camp Counselor Application

Directions: Please submit a cover letter, resume and three references for your application. Please see the sample cover letter, resume and reference. If you have questions, please contact the UW-Extension Office. Please note: this application process replaces the old application and recommendation forms.

Chippewa County Camp Counselor Job Description

Responsibilities:

1. Create a safe learning environment for campers to learn and have fun.
2. Work with the camp directors and other camp staff to problem solve and modify camp program and respond to situations. (facilities, campers, programming)
3. Be aware of individual camper needs and promote camper participation in ALL activities.
4. Help develop, implement and evaluate the 4-H Youth Development camp program.
5. Serve in a caregiver role for all campers both during the day and night. This may include helping campers get settled into camp, dealing with homesickness, bedwetting, dangerous weather, bringing them to adults for further care if there is a first aid issue.
6. Group supervision of campers with attention the following: health, camper well-being, cleanliness, safety.
7. Plan and lead flag raising/lowering, field games, campfires, get acquainted activities.
8. Plan and teach 35 minute interactive educational program related to camp theme (this is taught 5 times)
9. Teach or assist with camp programs and encourage camper participation.
10. Plan and implement educational Monday program for 3rd-6th grade campers or 7th-8th grade campers.
 - The 3-6 grade campers, beginning at 1pm, participate in a science program back at camp and hike to the state park (approximately 1 mile) on trails which connect the camp to the state park. Plan and participate activities at the state park, have dinner and walk back to camp for more field game activities and planned campfire.
 - The 7-8 grade campers leave at 1pm to canoe for four hours, hike to Wissota State Park for swimming, dinner, field games, campfire and outpost experience. They return back to camp at 9:00 am Tuesday morning. Hike to the state park 3-4 times during the outpost time. The hike is approximately 1 mile one way.
 - Plan, organize and lead a free time activity for campers to participate in during their two hour block of free time.
11. Support counselor peers while they are teaching their sessions and other activities at camp.
12. Exhibit personal habits, health, dress, speech, table etiquette and relationships with other staff that serve as a beneficial model to campers.
13. Remind campers to take appropriate action regarding personal hygiene, appropriate clothing, shoes, table etiquette, and relationships with campers and counselors.
14. Set a good example in ALL you do at camp. Camp is a fun learning experience.
15. Be organized, willing to adapt and make changes as necessary.
16. Be on time, organized, willing to adapt and make changes as necessary. Ability to work on irregular terrain.
17. Attend camp counselor training on May 6-7 at Kamp Kenwood, June 27-28 at Lake Wissota State Park and July 21 at the Chippewa County Courthouse. Training at Kamp Kenwood will be in cabins with toilet and shower facilities in the cabins. The majority of the training will occur in the mess hall. Following the conclusion of training, counselors are asked to complete volunteer time at Kamp Kenwood on Saturday afternoon. Lake Wissota state park will utilize tents, toilet facilities are distance away. The training will also utilize the water and canoes at the boat landing. It is about a ¼ mile walk from the campsite to the boat landing. Counselors and staff will prepare all meals. The third camp meeting will by July 21 at the Chippewa County Courthouse in the early afternoon.
18. Prepare for camp planning meetings on your own time including uploading camp plans to 4-H Camp GoogleDocs.

Counselor Rules and Regulations:

In order to have a safe, healthy camp that is a good experience for everyone, counselors will:

1. Use appropriate language
2. Use positive feedback and use put ups.
3. Respect nature
4. Respect property and belongings of self and others
5. Dispose of waste appropriately and recycle.
6. Use positive words and actions to redirect inappropriate behavior
7. Follow state 4-H Code of Conduct and all local and state laws - Use or possession of drugs, alcohol or tobacco products will result in you you being removed from your role as a counselor, being sent home at your parent/guardian's expenses.
8. Respect and follow camp rules for lights out and being in cabins.
9. Wear appropriate clothing:
 - Not allowed: t-shirts, caps or clothing that advertise alcohol, tobacco or offensive language or symbols
 - Not allowed: short shorts, bare midriffs, spaghetti straps, two piece swimsuits, open toed shoes

Qualifications:

- Must be 16 years of age by the first day of camp.
- Ability to work as a team member with other counselors and adult staff members.
- Experience in working with children in a group setting.
- Responsible, friendly, enthusiastic, patient and willing to learn.
- Participation in counselor training.
- Demonstrate leadership skills including but not limited to: communication, problem solving, listening, and working with others.

As a 4-H camp counselor, I agree to fulfill the responsibilities listed above, comply with the rules and regulations listed and meet the following behavior expectations:

1. Counselors are not to leave the camp without permission.
2. Counselors are to maintain the curfew designated by the Camp Committee.
3. Counselors will stay with their campers at all times (day and night) unless otherwise assigned. (If you are missing, the police will be called!).

Signature

Date

T-shirt size: Adult S M L XL

I agree to permit my son or daughter to participate as a camp counselor under the direction of the 4-H Youth Development Agent. I understand that I will be notified by the Agent at the time of violation of these rules and that my son/daughter may be dismissed from counseling at that time.

Signature

Date

SAMPLE COVER LETTER

**Susie 4-H
1000 4-H Drive
Chippewa County, Wisconsin 54444**

September 1, 2016

Jackie Johnson
Chippewa County UW-Extension Office
Courthouse, Room 13
711 N. Bridge Street
Chippewa Falls WI 54729

Dear Ms. Johnson,

This letter is submitted consideration in the Chippewa County Awards process. I have been a member of the Chippewa 4-H program since I was in first grade. I belong to the Super Duper 4-H club and have served as the President for the last year. In that role I am responsible for presiding over our club meetings. I also taught “papermaking” at the March club Cloverbud meeting. Twelve Cloverbuds participated and three took their paper to the county fair.

At the County level, I....

At the State level, I....

4-H has taught me many skills. I have learned how to be a good public speaker and how to lead a variety of ages. I have also learned to problem solve and try new things. This past year I was especially proud of representing Chippewa County at the Citizenship Washington Focus Trip. I made 4-H friends across the state.

Thank you for your consideration of my application serving as a camp counselor.

Sincerely,

Susie 4-H

Susie 4-H

1000 4-H Road, Chippewa Falls, Wisconsin 54729
715-444-4444 susie4H@gmail.com

Objective

To be selected to serve as camp counselor for Chippewa County 4-H camp.

Education

Chippewa Falls Middle School, Chippewa Falls, Wisconsin 2009-2012
Junior National Honor Society
Wall of Honor Recognition
Selected as 8th Grade WEB (6th grade orientation) Leader

Chippewa Falls High School, Eau Claire, Wisconsin 2012-Present
National Honor Society
GPA: 3.95

Employment Experience

Farming Assistant, DUSTY FARM ROAD, Cadott, Wisconsin 2012- Present
Provide support for farming operation
Experience driving tractor, operating bobcat skid loader
Assist with vaccination and herd health management
Complete data entry using Excel software

Babysitter 2010-Present
Provide childcare to infant, toddlers, and school aged children
Trained in emergency response

Involvement and Leadership Experience

National Honor Society Inductee 2016
4-H Camp Counselor 2016
Chippewa County Teens Member 2015-present
Service Learning Member 2010-present
Chippewa Falls School Varsity Swimmer 2014, 2015, 2016
Chippewa Falls High School Cross Country Team 2013, 2014
Athena 2014, 2015
Space Camp Participant 2013
Chippewa Falls High School Marching Band 2012-present
Chippewa Falls Middle School Volleyball Team 2010 and 2011
Chippewa Falls Middle School Swim Team 2011
Chippewa Falls Middle School Band 2009-2011
Super DUPER 4-H Club 2008-Present
Offices: Historian, Vice President, Secretary, Treasurer
Cloverbud Leader 2013-present
State Fair Action Center 2012, 2014, 2015, 2016

Community Service Experience

Clean pet kennels at the Chippewa County Human Society 2016
Park cars at June Dairy Days 2012-2016
Litter Pick Up 2008-2016
Cut grass at Irvine Park 2014-2016
Made pies for the veterans home 2010, 2012, 2014, 2015
Junior leader for Girl Scout Troop 3041 2009-2010
Played Bingo with residents at Comforts of Home 2008-2012
Bell Ringing, Salvation Army 2008-2012
Adopt a family at Christmas 2008-2012
Relay for Life Bake Sale 2009-2010

References

References

Bill Farmer

Employer

DUSTY ROAD FARM

1001 4-H Road

Cadott, WI 54727

715-444-4444

Bob Coach

Swim Coach

Chippewa Falls High School

1455 High School Road

Chippewa Falls, Wisconsin 54729

715-555-5555

Sam 4-H Leader

Club General Leader

4-H Road

Chippewa Falls WI 54729

715-666-6666

Bill FFA

FFA Advisor

Chippewa Falls High School

1455 High School Road

Chippewa Falls, Wisconsin 54729

715-777-7777
