

Name: \_\_\_\_\_

Date Received in Extension Office: \_\_\_\_\_

## Westmoreland/Richmond County 4-H Camp July 22-26, 2019



### Application for Volunteer 4-H Camp Teen Counselor

THIS COMPLETED APPLICATION **WITH 3 REFERENCES** IS DUE IN THE  
EXTENSION OFFICE BY 5:00PM, FRIDAY, FEBRUARY 22, 2019  
**LATE APPLICATIONS ARE NOT CONSIDERED**

Reference forms (3 pages each) are attached.  
Please separate and give to your references to complete.

**Please send to the attention of Wendy Herdman at:**

#### Westmoreland Extension

18849 Kings Highway  
P.O. Box 8  
Montross, VA 22520  
804-493-8924  
[wherdman@vt.edu](mailto:wherdman@vt.edu)

#### Richmond County Extension

460 Main Street  
P.O. Box 152  
Warsaw, VA 22572  
804-333-3420  
[wherdman@vt.edu](mailto:wherdman@vt.edu)

Developed by: Cathy Sutphin, Extension Specialist, Volunteerism; Michele Adcock, Extension Agent, 4-H Youth Development; Jennifer Mercer, Extension Agent, 4-H Youth Development; Lesley Prillaman, Extension Agent, 4-H Youth Development; Glenda M. Snyder, Extension Agent, 4-H Youth Development; Jennifer Unroe, Extension Agent, 4-H Youth Development; and Christopher Lichty, Extension Agent, 4-H Youth Development. **REVISED APRIL 2005 PUBLICATION 388-052** Revised by Wendy Herdman, January 2019

If you are a person with a disability and desire assistance or accommodation, please notify Wendy Herdman at 804-493-8924/TDD\* during business hours of 8 a.m. and 5 p.m. \*TDD number is (800) 828-1120.



## Virginia Cooperative Extension

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## 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 camper's 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.

**4-H Camp Teen Counselor Application**  
**To be eligible, teens must be 14 years old by Jan. 1, 2019**

Name \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Age \_\_\_\_\_ Birth Date \_\_\_\_\_ Current Grade in School \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Parent/Guardians' Names \_\_\_\_\_

Parents/Guardians' Day Time Phone Numbers \_\_\_\_\_

School Name \_\_\_\_\_

Have you served as a Counselor in Training (CIT) at 4-H Camp? If yes, when and where?

\_\_\_\_\_

**4-H Experience (not camping)**

Give a brief background of your 4-H experiences, especially leadership roles you have held. (Do not include camp experiences in this section.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4-H Camp Experience**

(List any overnight camps you have attended. Also list any leadership roles you held at any of these camps.)

Name of Camp	Leadership Experience	Calendar Year

What experiences do you have working with and/or providing leadership for children age 9 to 13?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like to be considered for a leadership position? \_\_\_ Yes \_\_\_ No (If yes, tell why and list your qualifications.)

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Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No (If yes, describe.)

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Have you ever been suspended from school? \_\_\_ Yes \_\_\_ No (If yes, describe)

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### 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.

Please complete a reference form for each of the references you list below.

Name	Address	Phone Number	Relationship (teacher, coach, etc.)

### 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, and (d) completion of a minimum of 24 hours of training.
- 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 before camp and while at camp.
- 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

# Virginia Cooperative Extension



## 4-H Camp Teen Leader Reference Form (3 pages)

To Whom It May Concern:

Thank you for serving as a reference for a teenager who is applying for a Teen Leader Position at Jamestown 4-H Center this summer. At 4-H Camp, Teen Leaders will supervise small (6 to 12 campers) groups of youth age 9 to 13 in the cabins/lodges at night, help with camp classes, possibly teach camp classes, work with campers in larger groups during the day (20 to 40 campers), help other teens, work with evening programs and recreational activities, and more.

*They have quite a responsibility!*

If you have any questions you can call me at 804-493-8924 or 804-333-3420 or email to [wherdman@vt.edu](mailto:wherdman@vt.edu).

This form will be kept confidential.

Please **complete the questions below** and return by February 22, 2019 to:

Wendy Herdman  
Westmoreland Extension  
18849 Kings Hwy.  
P.O. Box 8  
Montross, VA 22520

Wendy Herdman  
Richmond County Extension  
460 Main Street  
P.O. Box 152  
Warsaw, VA 22572

Reference Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Teen Counselor Applicant's Name \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant?

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Please check (✓) the following skills/characteristics and indicate how you feel the applicant might meet challenges working as a 4-H Camp Teen Leader.

In addition, please indicate whether this is your **“Opinion” from general knowledge** of the applicant or **first-hand “Knowledge” if you have actually worked with the applicant** in a situation where he/she displayed these specific characteristics.

**E - Excellent; G - Good; F - Fair; P – Poor**

	<b>E</b>	<b>G</b>	<b>F</b>	<b>P</b>	<b>Opinion</b>	<b>Knowledge</b>
<b>Working with Others</b>						
A. Young children age 9 - 13						
B. Peers						
C. Adults						
D. Fairness with others						
E. See things from other viewpoints						
<b>Leadership Skills</b>						
A. Guides others						
B. Plans and organizes						
C. Manages time efficiently						
D. Delegates responsibility						
E. Motivates others						
F. Has initiative to do things without being told						
G. Ability to work with homesick campers						
<b>Responsibility</b>						
A. Will obey rules						
B. Concern for camper safety						
C. Concern for camper welfare						
D. Maturity in handling problems						
E. Sound judgment						
F. Responsible for all duties including night supervision						
G. Observe and follow through with all duties, assignments & responsibilities						
<b>Communicating</b>						
A. Teaching skills						
B. Good listener						
C. Patient, helpful and courteous						
D. Team player; takes part with group						
E. Ability to give clear instructions						
F. Understanding and thoughtful						
G. Ability to express self						
<b>Personal Skill and Concept</b>						
A. Self-confidence						
B. Enthusiastic						
C. Good role model						
D. Positive attitude						
E. Restrain from alcohol/drug use						
F. Restrain from use of profanity						

Would you recommend this teen to serve as a 4-H Camp Teen Leader working with children in a supervisory capacity?

\_\_\_\_\_ Yes \_\_\_\_\_ No

Other comments or information you think we need to know:

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