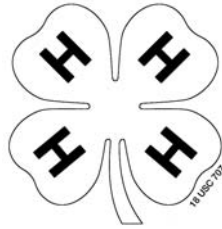


Name: \_\_\_\_\_

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

Mail: \_\_\_\_\_ Person: \_\_\_\_\_



2010 4-H Junior Camp Counselor and Youth Director Application

Ravalli County 4-H Junior Camp (Geared for youth 4-H Age 8-12) July 27-30, 2010

**MUST BE 14 YEARS OLD AS OF OCTOBER 1, 2009 TO APPLY FOR A 4-H COUNSELOR**

**Youth Director Application:** This entire application completed and signed is due by Friday, March 19, 2010 by 5 PM.

**Counselor Application:** This entire application completed and signed is due by Saturday, March 27, 2010

**Send to:** MSU/Ravalli County Extension Office  
215 S 4th Ste. G  
Hamilton, MT 59840

If you are a person with a disability and desire any assistive devices, services, or other accommodations to participate in a 4-H activity, please call 406-375-6611.

The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and educational outreach provider.

*This original document adopted from the Virginia Cooperative Extension, Virginia Tech, Virginia State University volunteer and camp counselor application, November 2008.*

## Leadership Training and Junior Camp Counselor Selection 2010

### **Counselor Application Notification                      March 1, 2010**

- All youth 4-H Age 13 and older will be notified via Special Addition Teen Newsletter about 2010 4-H Camp Counselor Opportunity and Youth Leadership Training
- Special Addition Teen Newsletter will be sent by Monday, March 1, 2010
- Counselor application will be available on the Ravalli County 4-H Website and will be mailed (postal and electronically) to those who request it

### **Youth Co-Director Selection                                      March 19 and 27, 2010**

- Youth Co-Director applications will be due on Friday, March 19 by 5:00 PM to the Extension Office
- Youth Co-Director interviews will be scheduled for March 27 prior to the Youth Leadership Training
- One Male Youth Co-Director and one Female Youth Co-Director will be selected by the CSC

### **Counselor Selection    March 27, 2010**

- Counselor applications will be due on the day of the Youth Leadership Training
- Community leaders will compose the Counselor Selection Committee (CSC)
- The CSC will participate in the Youth Leadership Training
- Each Counselor applicant will be assigned a number for identification purposes to create a non-biased environment
- After the training, the CSC will discuss the applicants and make recommendations to Extension staff who will announce the 2010 Junior Camp Counselor Team within one week of the training
- Each Counselor applicant will be notified

### **Counselor Training    March 27, 2010**

- Youth Leadership Training will be applicable for all youth 4-H age 13 and older, parents and adults who are interested in working with others
- All Ravalli County youth, parents and adults can attend the training
- Camp specific training will be offered at the Camp Overnight Retreat
- Curriculum: Essential Elements, Survival Guide for 4-H Camp Leaders
- Instructors: 4-H Leaders, community members and Extension Agents

### **Camp Planning**

- The first planning meeting will be Monday, April 5, 6:30-8:30 PM at the Extension Office
- Tentative planning dates: Tuesday, April 27; Thursday, May 13 at the Extension Office
- Counselors are required to attend; chaperones and parents are strongly encouraged to attend

### **Camp Overnight Retreat**

- Retreat will be held June 28-29 at a location yet to be determined
- Counselors are required to attend; chaperones and parents are strongly encouraged to attend

### **Prior to selection as camp chaperone, adults will be asked to:**

- Camp chaperones will have a leadership role at the planning meetings and at the Junior Camp by facilitating camp programs. Examples: Flag Ceremony, Evening Program, Campfires, Camp Chores, Workshops, etc.
- Each chaperone will mentor the counselors responsible for the various camp programs and event teams, in addition to their responsibility as a chaperone.
- All chaperones will support and respond constructively to the guidance and directives of the Camper Director and Youth Co-Directors.
- Chaperones will be expected to abide by the camp policies and procedures and encourage Counselors and campers to do the same.
- Chaperones will notify the Camp Director immediately of any serious issues/concerns that are risk management issues or could jeopardize the health or well-being of any camp participants.

## 4-H Camp Youth Director/Counselor Job Description

### A. Plan camp in conjunction with Extension Agent and Adult Leadership

1. Be responsible to the Camp Director(s), Adult Leadership or Youth Director(s).
2. Choose camp theme, which includes group names, day themes, etc.
3. Planning workshops within range of ability of campers
4. Lead a workshop or serve as a class assistant/helper of a class
5. Be responsible for gathering workshop items
6. Help with recreation, evening programs and campfire activities
7. Help to evaluate camp on the basis of the camp objectives
8. Help with fundraiser for camp scholarship fund
9. Any other assigned task

### B. Be the leader in developing a wholesome camp spirit:

1. Be friendly to everyone.
2. Learn and use first names.
3. Set a good example, which includes following the code of conduct and being a good role model at all times that you are representing 4-H camp.
4. Help the campers feel at home.
5. Encourage campers to participate in all activities, to take care of equipment and 4-H property, etc.
6. Respect the camper's right to have ideas.
7. Bring out the hidden talents of campers.
8. Go over the camp schedule with campers as often as necessary.
9. Carry out instructions from camp leadership.
10. Preside at meals.
  - a. Inform campers of procedures for meal service and clearing of tables.
  - b. Lead and direct table conversation, if needed.
11. Give special attention to minimizing risk by:
  - a. Understanding and helping to enforce camp rules.
  - b. Seeing that no one is left out.
  - c. Encouraging good eating habits.
  - d. Checking on illnesses/injuries and reporting them to the nurse
  - e. Getting quiet after "lights out".
  - f. Encourage every camper to be considerate of his fellow campers and staff.
12. Promote 4-H ideals, which include trustworthiness, respect, responsibility, fairness, caring, and citizenship.

### C. Assist with other duties as assigned (ex: lake spotter, program set-up, etc.)

### D. Attend any/all required trainings.

1. Participate in Youth Leadership Training, March 27
2. At least three planning meetings and overnight retreat
3. Leaving for camp one (1) day early to decorate and set up for camp.
4. Any time you may need to spend outside of regular meetings to work on special projects.

### Youth Director Additional Duties

1. Will assist with all camp trainings
2. Help in the process of selecting counselors
3. Help facilitate planning meeting and overnight retreat
4. Assist Counselor's in coaching their campers to get chores done
5. Complete assigned tasks by camp leadership.

## 4-H Camp Youth Director/ Counselor Application

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Age \_\_\_\_\_ Birth date \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_  
T-Shirt Size \_\_\_\_\_ Email Address \_\_\_\_\_  
Parent/Guardians' Names \_\_\_\_\_  
Parents/Guardians' Day Time Phone Numbers: \_\_\_\_\_  
School Name & Grade \_\_\_\_\_

**Please indicate which position you are applying for:**

I am applying for a position as a Counselor.

I am applying for a position as a Youth Director – Please attach additional application for Youth Director, listed on page 5 of this packet.

**Please answer all of the following questions on a separate sheet of paper and attach to this application.**

Have you served as a Counselor at 4-H Camp? If yes, tell us when and where?

### 4-H Experience

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

1. List any overnight camps you have attended. Also list any leadership roles you held at any of these camps. Include the name of the camp, leadership experience you received while at the camp and the calendar year in which you served.
2. Why do you want to be a 4-H Camp Counselor?
3. What experiences have you had working with and/or providing leadership for children age 9 to 12?
4. List what experience you have that qualifies you to be a Camp Counselor.
5. Describe two (2) accomplishments that you are proud of.

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 list your references on a separate sheet of paper and be sure to include their Name, Address, Phone Number and Relationship.

## 4-H Camp Class Experience and Interest

4-H Camp provides campers ages 9-12 with the opportunity to participate in a variety of classes. If these classes were offered, which of the following classes could you help with? (Please check all that apply, but indicate your top (8) eight choices by numbering them 1, 2, 3, 4, 5, 6, 7, and 8. Number #1 should be your "favorite choice.")

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Dancing/music  | <input type="checkbox"/> Ropes/Challenge                   | <input type="checkbox"/> Fun w/ Duct tape |
| <input type="checkbox"/> Canoeing       | <input type="checkbox"/> Fun w/ Foods                      | <input type="checkbox"/> Swimming         |
| <input type="checkbox"/> Drama/Skits    | <input type="checkbox"/> Leather Crafts                    | <input type="checkbox"/> Sports/Games     |
| <input type="checkbox"/> Hiking         | <input type="checkbox"/> Journalism/Storytelling           | <input type="checkbox"/> Campfire         |
| <input type="checkbox"/> Animal Science | <input type="checkbox"/> Photography/Camp Memory Creations |   |

1. List your experiences, training, and/or certification in any of the classes that you selected above.
2. What new classes would you like to see added to 4-H Camp; would you be willing to plan, organize, and teach this class? (Examples of some previous classes that have been taught: Beads, Rockets, Origami, First Aid, Photography, Dutch Oven Cooking, Cartoon Writing etc.)

### Agreement/Consent

I have read and understand the 4-H Camp Youth Director/Teen Counselor job description. I understand that all teen applicants must successfully complete a selection, and training process before being allowed to attend 4-H Camp as a Youth Director/Teen Counselor. This process includes: (a) submission of a completed application, (b) reference checks (3 references), (c) participation in Youth Leadership Training, and (d) participation of camp planning meetings.

If selected as a 4-H Camp Teen Counselor, I will uphold the camp rules and procedures and abide by the 4-H Camp 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 understand that Ravalli County/MSU Extension programs and employment are open to all, regardless of race, color, religion, sex, age, veteran status, national origin, disability, or political affiliation. Ravalli County/MSU Extension is an equal opportunity employer.

\_\_\_\_\_  
Printed Teen Name

\_\_\_\_\_  
Teen Signature

\_\_\_\_\_  
Date

**Teen Contact Information – Home phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Parent Contact Information – Home phone:** \_\_\_\_\_

**Cell phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Ravalli County 4-H Camp Youth Director Application

### Additional Questions

Due Date: Friday, March 19, 2010 by 5:00 p.m.

#### Requirements:

- Applicant must have previously been a Counselor for a minimum of two (2) years at Ravalli County 4-H Camp.
- Applicant must be fully committed to this position and is only **entitled to one (1) absence** from any meeting.

Return this questionnaire with your completed Counselor application to:

MSU/Ravalli County Extension Office

215 S 4<sup>th</sup> Ste G

Hamilton MT 59840

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

1. Why do you want to be a Youth Director at the RC4-H Camp?
2. What makes you stand out above other applicants?
3. What skills will help you excel at being a youth director?



The Montana State University Extension Service is an ADA/EO/AA/Veteran's Preference Employer and educational outreach provider

**CODE OF CONDUCT  
FOR RAVALLI COUNTY/MSU EXTENSION 4-H PROGRAMS/EVENTS**

**Purpose**

The purpose of the 4-H program is positive development of youth. We believe in creating a safe learning environment that encourages the four-fold development of a young person (i.e. Head, Heart, Hands and Health). We expect all persons involved in 4-H (youth members, parents, teen/adult volunteers) to practice behaviors that foster the total development of youth. Each 4-H member and associated individuals participating in 4-H activities must accept the responsibility of creating a positive image that reflects 4-H ideals. All 4-H participants should always strive to uphold the following standards: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. In seeking uniformity in the conduct expected at 4-H programs/events, the following code of conduct has been developed to provide a clear understanding of expectations. Participants and parents/guardians **must sign this form in order to participate** and covers any 4-H camp related event from March 2010 to September 2010.

**Code of Conduct**

1. For the safety and wellness of all participants, a completed and signed 4-H Health History Report Form is required for participation at 4-H camp events. In addition, medications and medication forms must be turned in at the registration table upon arrival at 4-H Camp.
2. Participants should attend and be actively involved in all scheduled activities as part of 4-H camp (unless under supervision of a medical staff person.) Curfew is to be followed as specified in the schedule for overnight events. Failure to be at assigned locations may lead to dismissal from the 4-H camp event. Some areas are off-limits to participants (ex.: swimming pool; bodies of water such as lakes and rivers; challenge courses, etc.) unless under appropriate supervision of Extension Agent or other Adult Leadership.
3. Participants should remain at 4-H camp until the program/event is scheduled to end. Participants may not leave the 4-H camp property without prior permission from Extension Agent, Program Director, or other adult in charge of 4-H camp. Participants may only be picked up from 4-H camp by the person designated on the 4-H Health History Report Form. Identification may be requested at the time of pick-up.
4. Participants are expected to understand that this is a partnership with the Extension Agent and Camp Director(s). Although this is a partnership, all decisions must be approved by the Extension Agent and Adult Leadership.
5. Participants should respect the property of others and be responsible for their own actions. Deliberate destruction or removal of facilities or equipment is not permitted. Financial responsibility for any damages caused by deliberate destruction will be assumed by the participant and/or parents/guardians. The same applies to property and personal items of other participants.
6. Participants should treat all others and themselves with respect. Aggressive, abusive, vulgar, or violent language and behavior towards others (ex: fighting, threats, insults, cursing, discrimination, etc.) are not permitted.
7. Participants should respect the privacy of others. Girls' are not permitted in boys' lodging nor are boys permitted in girls' lodging rooms.

8. Participants are expected to dress appropriately based upon the guidelines established by the person in charge of 4-H camp.
9. Possession, distribution, or use of fireworks, weapons, knives, or other items that can be used as a weapon are not permitted at 4-H camp, except under adult supervision in scheduled instructional activities. (ex. Shooting education class supervised by a certified instructor, campfire activities, etc.)
10. Possession, distribution, or use of alcoholic beverages, illegal drugs, tobacco products, and unauthorized prescription drugs are not allowed at any 4-H sponsored program/event and must be reported to law enforcement. The Ravalli County/MSU 4-H program reserves the right to conduct a search of participant's outer clothing, luggage, personal belongings, lodging rooms, and furniture being used by a participant(s) if there is a "reasonable suspicion" that the participant has drugs, alcohol, or weapons.

**Consequences**

Unacceptable behavior during 4-H camp (as defined within this Code of Conduct or through a review process by 4-H staff/volunteer) will result in consequences to the participant. Consequences may include:

1. early release from this 4-H camp without refund,
2. restitution or repayment of damages,
3. denial of future participation in 4-H camp at the local, district, state and national levels for one or more years (as determined by the staff in charge of, or responsible for 4-H camp),
4. forfeiture of financial support for a future 4-H camp events, and

NOTE: Any conduct not specifically covered by this Code of Conduct, but deemed inappropriate by those responsible for 4-H camp will be viewed as a violation and appropriate action will be taken. If any infraction occurs, the person in charge of 4-H camp will provide appropriate communication to parents/guardians.

**Signature(s) (Both signatures are required to participate)**

I have read and understand the above "Code of Conduct" for the Ravalli County 4-H camp and will abide by the expectations described in the Code-of Conduct. I understand that if I act inappropriately I will have to accept responsibility for my actions that my result in the consequences listed above. In addition, I agree to perform to the best of my ability in providing a meaningful and safe camp experience for the campers attending the camp in my capacity as a 4-H Camp Counselor or Group Leader. I understand that if I comply with the above expectations I will earn the opportunity to attend camp as a Counselor and the privilege of applying for a Counselor position for 4-H Camp 2010.

\_\_\_\_\_

Participant Signature

\_\_\_\_\_

Date

I have discussed and reviewed this Code of Conduct with my child. I understand that failure to abide by this code of Conduct may result in the consequences listed above which includes no refund. In the event that this code is violated, I agree to come to 4-H camp to pick up my child at the request of the adult in charge of 4-H camp. I acknowledge responsibility for any fees/charges that my result from said services.

\_\_\_\_\_

Parent/Guardian's Signature

\_\_\_\_\_

Date