

**4-H EVENT/OPPORTUNITY: 2025 Wood County 4-H Camp Counselor****DEADLINE:** Applications are due to the OSU Extension Office no later than **January 3, 2025.****TO APPLY:**

- Complete and sign the application.
- Turn in reference forms from two non-family members.
- Read and sign the Standards of Behavior and Camp Counselor Code of Conduct forms.
- Return all forms listed above to the Wood County Extension Office by January 3, 2025.

**REQUIREMENTS:**

- Must be at least a freshman in high school and 14 years old at time of application (4-H age as of 1/1/25.)
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 22 hours of training.
- Must complete Child Abuse Awareness training.
- Must Sign Standards of Behaviors and complete the Code of Conduct forms.
- Applicants must provide two references.
- If the individual is 18+ year old by April 1st, the individual must have a BCI background check conducted.
- A \$50 deposit is required at the first camp counselor meeting.
- If selected, counselors are required to work at least one counselor shift in the Milkshake Barn during this year's Wood County Fair. Counselors will then receive their \$50 deposit back upon completion.

**SELECTION PROCESS:**

- Applicants **MUST** attend the Camp Counselor Interview on January 29 from 7-9 pm at the OSU Extension Office. An email will be sent to all applicants. Please make sure your email listed on the application is the email you wish to be contacted. Please contact the Extension office if you have questions at 419-354-9050.

**MEETING/TRAINING DATES & TIMES:**

- 4-H Camp Counselors meet the following dates throughout the year; times are 7:00 – 9:00 pm at the Extension Office unless otherwise noted:
 

*February 16 (1:00 pm – 7:00 pm)	*May 14
*March 5	*May 28
*March 19	*June 4
*April 9	*June 11
*April 30	<i>(Dates may be subject to change due to unforeseen circumstances.)</i>

**WOOD COUNTY CAMP DATES:**Counselors must be at camp from counselor move-in thru final check-out: **JUNE 14-18****OTHER COUNSELOR EDUCATIONAL OPPORTUNITIES:** Contact the Extension office for more information.

- \*MXC (Making Extreme Counselors) State Training at 4-H Center - February 22-23
- \*Ohio 4-H Conference in Columbus - March 8
- \*Buckeye Leadership Workshop – March 26-30

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*Contact the Extension Office ASAP (after interviews) if you are interested in attending any of these above opportunities.*



## **PROGRAM DESCRIPTION:**

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for youth campers age 3<sup>rd</sup>-8<sup>th</sup> grade during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes, and aspirations needed for adult success, and the Wood County 4-H program will be strengthened and expanded. Roles and responsibilities of 4-H Camp Counselors include:

- Attend required 22 hours of trainings prior to camp and 4-H Camp.
- Market and promote camp.
- Serve in a leadership and teaching role to other counselors.
- Serve on committees or other groups to plan programs at camp.
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers.
- Assist staff and other counselors with camp activities; work as a team to implement the activities.
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas.
- Follow and enforce camp rules.
- Assure for safety of campers at all times; including in cabins, sessions, and large group activities.
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy.
- Identify and respond to camper behavior issues.
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills.
- If you miss a meeting, you will be expected to complete make-up assignments in order to meet the minimum number of hours required for annual training.
- Counselors are expected to notify the Camp Director if an absence is unavoidable.
- 4-H Camp Counselors will be trained on topics such as the camp counselor core competencies; risk management, including active shooter guidelines, emergency protocols, and child abuse recognition.
- COMMUNICATION - it is the expectation of the Camp Director and staff that you will check your provided email daily (weekdays) regarding important communications from the Extension Office pertinent to 4-H camp. If you do not respond in a timely manner, then we will assume that you are not interested in the 4-H Camp Counselor opportunity, and you may forfeit your space at camp (depending on the situation.)

**Due:** January 3, 2025  
**Return to:** OSU Extension Wood County- 639 S. Dunbridge Rd. Bowling Green OH 43402  
**Note:** Please use current phone and email (that you check often!) This is what we will use to communicate with you! **PLEASE PRINT OR TYPE.**

**WOOD COUNTY 4-H CAMP COUNSELOR APPLICATION**

Name \_\_\_\_\_

Age (as of 1/1/25) \_\_\_\_\_ Date of Birth \_\_\_\_\_ (00/00/0000) Grade \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

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

Cell Phone \_\_\_\_\_ Is texting an option? (circle) Yes No

4-H Club \_\_\_\_\_ School \_\_\_\_\_

# of Years I Attended 4-H Camp \_\_\_\_\_ Other camp \_\_\_\_\_ What camp? \_\_\_\_\_

**Parent or Guardian:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

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*Consider typing these answers if your handwriting is illegible.*

**Why do you want to be a camp counselor?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What traits, skills, or special experiences do you have that would be of benefit to 4-H Camp? (Please include experiences working with children and youth.)**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**What skills or contributions will you add to the counselor team in making sure camp is successful?  
(such as First Aid, Babysitter's Course, Recreation, etc.)**

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**What hobbies and/or special interests do you have that you would like to share?** \_\_\_\_\_

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**What other activities are you involved in?** \_\_\_\_\_

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**Please list two of your strengths.** \_\_\_\_\_

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**What three words would a friend use to describe you?** \_\_\_\_\_

**What camp themes do you suggest for this year?** \_\_\_\_\_

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**What camp activity would you feel most comfortable leading?** \_\_\_\_\_

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**Is there anything else we should know about you?** \_\_\_\_\_

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# WOOD COUNTY 4-H CAMP COUNSELOR REFERENCE FORM

\_\_\_\_\_ is applying as a camp counselor at 4-H Camp this summer.

The camp counselor selection committee would like your input about the applicant's qualities and ability to fulfill the responsibilities of a counselor. The information you include will not be shared with the applicant. Please complete this reference form based on *your* knowledge and/or observations. Thank you for your help.

1. Please mark how you would evaluate the applicant's qualities, using this scale:

	Excellent	Good	Fair	Poor	Not Known
Responsibility					
Communication skills					
Respect for others					
Dependability					
Enthusiasm					
Flexibility					
Patience					
Initiative					
Resourcefulness					
Ability to work with children (age 5-10)					
Ability to work with children (ages 11-14)					
Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please return no later than January 3, 2025**

OSU Extension, Wood County

Address: 639 S. Dunbridge Rd. Bowling Green, OH 43402

E-mail: Jenny Morlock at [morlock.3@osu.edu](mailto:morlock.3@osu.edu) or Sara Foos at [foos.69@osu.edu](mailto:foos.69@osu.edu)

Phone: 419-354-9050

**Please note:** Please submit in a sealed envelope. For questions contact the OSU Extension Office.

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Ability to work with other teens					
Ability to work with adults					

2. Please write any additional comments here:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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OSU Extension, Wood County

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Standards of Behavior for Employees and Volunteers Working in Youth Activities and Programs

This Standards of Behavior is an agreement accepted by employees/volunteers who work in a youth activity or program. The primary purpose of these standards is to promote the safety and wellbeing of all activity/program participants. Employees/volunteers are expected to function within these standards.

I will:

- Accept supervision and support from professional staff while involved in the activity/program.
Accept the responsibility to professionally represent the activity/program and The Ohio State University.
Conduct myself in a courteous and respectful manner, exhibit good sportsmanship and be a positive role model for youth.
Respect, adhere to and enforce the rules, policies and guidelines established by the activity or program and the university.
Refrain from engaging in any criminal conduct.
Comply with all applicable civil rights laws and policies, including and not limited to Ohio State equal opportunity and nondiscrimination policies.
Perform duties in a responsible and timely manner as outlined in the position description.
Report any child abuse or neglect in accordance with university policy.
Self-disclose felony or misdemeanor convictions that occur within three days of pleading guilty or being convicted.
Not intentionally or purposefully place myself in a situation where I am alone with a youth unless authorized by the dean/vice president (or designee).
Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the activity/program, such as food or shelter, to participants.
Endeavor to provide a safe and healthy experience for all participants.
Report red-flag behaviors to the activity or program administrator of the youth activity or program that I am working or volunteering in.
Read and uphold the Youth Privacy Principles located at go.osu.edu/youthprivacy

I have read and understand the standards of behavior outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards may be grounds for immediate suspension and/or termination of my employee/volunteer status with The Ohio State University.

Employee/volunteer printed name Date

Employee/volunteer signature Date

Parent/guardian signature if employee/volunteer under 18 Date

4-H CAMP COUNSELOR CODE OF CONDUCT

I, \_\_\_\_\_ agree that if selected, I will participate in the 4-H Camp Counselor Training Program. I understand that this is a training period and only once I complete my certification am I permitted to be a counselor at 4-H Camp.

I understand that I am taking on a different role at camp. I am applying to serve others, not to go purely for my own enjoyment. 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 conduct myself in an irresponsible manner, which includes being out of my cabin after hours and/or the possession or use of tobacco, alcohol, illegal drugs or fireworks.

I will be expected to:

- ✓ Attend the required number of counselor training sessions. I understand I will be dismissed if I am not able to complete the required training.
- ✓ Abide by the No Cell Phones at Camp Policy (note: unless otherwise authorized by Extension staff.)
- ✓ Treat other peers with respect.
- ✓ Not bully fellow counselors or participate in roughhousing, horseplay, or hazing.
- ✓ Conduct myself as a positive role model and be responsible.
- ✓ Set a good example by not using profanity or telling off-color jokes, and stories.
- ✓ As a 4-H member, not have in my possession tobacco, alcohol or illegal drugs.
- ✓ Not have possession of harmful objects without specific authorization from the camp director, including but not limited to: knives of any kind (pocket, utility, etc.), lighters, matches, fireworks, explosives, firearms, weapons, etc.
- ✓ No pornography or other sexually oriented materials including nudity in visual or written materials including similar content.
- ✓ Be a responsible cabin counselor and ensure campers are provided guidance towards a safe and fun week.
- ✓ Ensure that all campers are supervised by counselor/staff at all times. Be sure that all campers know that they must remain on the campgrounds at all times and are responsible for their behavior at all times.
  - Get to know each of the campers personally and by name.
  - Have all campers, including myself check in any of their medications with the nurse.
  - Make sure each camper uses personal hygiene.
  - Make sure that all my campers are familiar with camp facilities and camp rules.
  - See that all campers are involved in all activities. Make sure no one is excluded.
- ✓ Check for illness or injury, but don't make much of a "fuss" about minor things. Go with hurt or sick campers to the nurse no matter how minor the ailment.
- ✓ Follow guidelines for lights out, and cabin supervision. Be in my cabin, with my campers at all times between the hours of "Lights Out" and "Rise and Shine."
- ✓ Never discipline a camper by ridicule or physical punishment; patience and understanding works best.
- ✓ Urge safety at all times. Take time to explain how and why to do something safely.
- ✓ Work as a team to plan, organize and conduct all camp activities.
- ✓ Be flexible with counseling and adult staff.
- ✓ Participate in camp promotion.
- ✓ Follow leadership of camping program through adult advisors/volunteers/staff.

I certify that the all the information being submitted is correct, and I understand that failure to comply with these rules could result in probation, or loss of counseling position for the year.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

