

Volunteer Camp Staff Position Description

Ohio State University Extension, Ashland and Wayne County 4-H Youth Development

Position Title: Adult Camp Staff

Time Required: 4-6 hours monthly for three months; full-time commitment during event(s)

General Purpose: Serving as the Camp Staff at Camp Ohio 4-H Camp during Ashland-Wayne 4-H Camp. Major responsibility includes being available at all times to the campers, counselors and assisting other staff. Camp is scheduled from June 29 – July 3, 2023.

Responsibilities:

- Before arrival at camp:
 1. Assist counselors during training and planning sessions. These kids need guidance!
 2. Attend all the counselor/staff meetings prior to camper arrival. If you're not able to come, please notify an Extension Staff member.
 3. Notify staff and counselors of pertinent information.
- While campers are arriving:
 1. Assist in check-in if assigned to that position.
 2. Help monitor campers and direct them to the appropriate check in location(s), if necessary.
- While at the camp:
 1. Get checked into staff quarters as time allows.
 2. Assist in unloading programming supplies and putting away as needed.
 3. Assist counselors with campers, as needed.
 4. Be prepared to help with different sessions. When not assigned to a session, help in making rounds through the camp to be sure that things are running smoothly.
 5. Assist counselors with programs and activities as needed.
 6. Be aware of emergency procedures and camp signals. Assist with accounting for all parties and report the status to the Camp Director, as needed.
 7. Cabin checks at the end of the day.
 8. Monitor camp clean-up
 9. Support Camp Directors at all times.
- While campers are departing:
 1. Assist in checkout assignments and help oversee camper pick-ups.
 2. Return all paperwork to Camp Director before departing camp.
- During entire camping season (before, during, after):
 1. Demonstrate appropriate language and behavior at all times. (See 4-H Volunteer Standards of Behavior)
 2. Communicate with Camp Director and other staff members and counselors, as necessary.

Qualifications and Expectations:

- Be committed to youth development and safety.
- Uphold the Code of Conduct for all Volunteers.

By signing below, I acknowledge and agree to be held to the above responsibilities.

Printed Name of Camp Staff

Signature of Camp Staff

Date signed



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Epley, H.K. 2/2016.

If you are interested in serving as an adult staff member at 4-H Camp June 29th – July 3rd, please fill out the enclosed application. We are looking for positive, enthusiastic volunteers to make 4-H Junior Camp great for our youth! As we move forward uniting Ashland/Wayne Counties together again we need all interested adult staff to complete the application and share with us: what interests, special skills/trainings you could bring to compliment camp etc. We will be conducting brief interviews, to allow both camp directors the opportunity to meet with each potential staff member and determine who would be the best candidate for each staff role, as we blend our counties together.

Please consider where you may fit in and complete the enclosed application if you are interested. If you have questions, please contact Ashland County Extension Office (419) 281-8242 or Wayne County Extension Office (330) 264-8722 for additional information.

Name _____

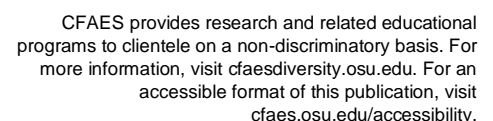
Home Address _____
(Street) (City) (State) (Zip)

Email _____ Home Phone _____

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

What role are you seeking to have at camp? (Session information on page 4)

- | | |
|---|--|
| <input type="checkbox"/> Nurses (2 spots available) | <input type="checkbox"/> Monitor Dining Hall/ Special Diets (1 spot available) |
| <input type="checkbox"/> Craft Coordinator | <input type="checkbox"/> Archery (2 spots available) |
| <input type="checkbox"/> Lifeguards (2 spots available) | <input type="checkbox"/> Tower (2 spots available) |
| <input type="checkbox"/> Session Coordinator _____ | <input type="checkbox"/> Leader of Session _____ |
| <input type="checkbox"/> Dean of men/women (1 spot available) | <input type="checkbox"/> Shooting Sports (2 spots available) |



Why do you want to be a camp Adult Volunteer? _____

What traits, skills, or special experiences do you have that would benefit you in this leadership position?
(Please include experiences working with children and youth.)

What skills or contributions will you add to the adult team in making sure camp is successful?

What hobbies and/or special interests do you have that you could contribute to camp? _____

What ideas would you bring to enhance our camp programming? Do you have ideas that you could incorporate with the training of our counselors?



Please list 2 of your strengths. _____

Please list 2 of your weaknesses. _____

All Adult Camp Staff applicants are also required to do a short interview. **Zoom Interviews will be held on the end of February.** After the interview, final decisions will be made by the Camp Directors, Jackie Wasilewski, Ashland County 4-H Educator and Diane Johnson, Wayne County 4-H Program Assistant.

Jr. Camp Sessions/Role Description

- Tower/High Ropes
- Lifeguard
- Nurse
- Crafts
- Archery
- Riflery
- Nature Walk
- Fishing
- Outdoor Rec – Line dancing, 9 square, gau-gau ball, basketball, volleyball, frisbee toss
- Outdoor Cooking
- Canoeing
- Team Building Activities
- Team Challenge
- Campfire Skits – coordinating with Counselors
- Activity Session Coordinator- maintaining complete and accurate records of which camper sessions, coordinating with Extension staff on schedule of all sessions, coordinate session selection of camper
- Monitor Dining Hall/Special Diets- Coordinating with Camp Ohio Staff to confirm the flow of each meal, the process they would like to have, inform the counselors of those plans, tracking those special diets to their owners, and make sure hall is cleaned up to the Camp Ohio Staff approval.
- Dean of Men – Maintaining the boy cabins, cabin checks, enforcing lights out rules, Clean up after camp



Jr Camp Committee Selection

_____ **Campfire**— Normally twice during camp a campfire is held. It is the responsibility of the counselors involved in campfire planning to decide what kind of program will be held and work out the details.

Responsibilities:

- Campfire 2nd and last night (Usually)
- Campfire lunch

_____ **Dance and Rec**— Evening recreation at Junior Camp usually involves some round and line dancing as well as planning games, skits, and teaching dancing. Counselors need to teach these skills and have a variety of resource materials. The counselors will plan the evening programs as well as daily sessions and use campers to help conduct these sessions.

Responsibilities:

- First night Camp Intro, First night mixers, and games,
- 2nd-day dance
- Last night dance
- Teaching Line dancing throughout the week

_____ **Flags, Evening Inspirations, and Song Leading** - Inspiration programs at camp include vespers, candle lighting and signatures. The counselors involved will plan these programs and in many cases use campers to help carry them out. Meaningful flag ceremonies are a part of every camping experience. Counselors need to plan flag raising and lowering, perhaps involving campers, which are educational and memorable. Song leading is essential especially at meal time. Songs need to be planned, and counselors need to know words and tunes. Counselors are responsible for taking photos and working to get the slideshow ready.

Responsibilities:

- Flags every morning and evening
- Reflections each evening
- Songs at each meal
- Signature/Reflections/Candle Lighting/Slideshow



_____ **Special Activities** - Special activities include camp-wide and individual activities that help carry out the theme of camp. Activities may be held during session time or evening program time. Counselors will plan and conduct activities, involving campers as appropriate (may involve a craft, hunt, etc.).

Responsibilities:

- Drive-in Movie
- Outpost
- Pool Party
- Special Programs

Jr. Camp Counselor Training Dates**Junior Camp Counselor Meeting Dates**

- February 25-26th Weekend stay at the Nationwide and Ohio Farm Bureau 4-H Center. **Registration is due January 27th by 4:30pm**, this is NOT mandatory, but hours will be counted toward training hours.
- March 4th 9 am -5 pm at the Event Center Wooster, Ohio **MANDATORY**
- March 16th 6-8 pm at Ashland, Ohio
- April 6th 6-8 pm at Fisher Auditorium Wooster, Ohio
- April 21-22nd TBD **Camp Counselor Weekend at 4-H Camp Ohio – MANDATORY for 1st & 2nd year counselors, forms must be turned in by MARCH 25TH, overnight stay OR just Saturday April 22nd TBD**
- April 25th 6-8 pm at Ashland, Ohio
- May 11th 6-8 pm at Fisher Auditorium Wooster, Ohio
- May 25th 6-8 pm in Ashland, Ohio
- June 8th 6-8 pm at Ashland, Ohio
- June 22nd 6-8 pm **MANDATORY – Fisher Auditorium**

Camp

- June 29th – July 3rd **Jr. Camp at 4-H Camp Ohio – All Day / Overnight**

Counselors arrive for Jr. Camp at 1:00 pm on June 29th and depart at approx. 11:45 am on July 3rd

Exit Interviews – MANDATORY ALL COUNSELORS

July 14th Camp Counselor - Evaluation / Exit Interviews *If this date is not going to work for you; YOU MUST contact Jackie and Diane so that we can make a time that will fit around schedules as best as we can.*

Please use the link to sign up for your time slot! <https://go.osu.edu/2023campcounselorexitinterview>

Adult staff:

- Please have these into the Extension Office (Ashland or Wayne) by **January 27, 2023**.
- We look forward to seeing you at the interviews which will be held the end of February.

Thank you for your interest in becoming an Jr. Camp Adult Staff

Camp Directors

Diane Johnson Wayne County 4-H Program Assistant

Jackie Wasilewski Ashland County 4-H Educator

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