



Extension

UNIVERSITY OF WISCONSIN-MADISON

December 2020

Dear Camp Staff Applicant,

We are pleased to see that you are interested in applying for a 4-H summer camp position. 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.

These include:

- Following the camp rules and making sure the campers do too!
- No visiting between cabins after campfire.
- Cabin Counselors have 30 minutes to get their campers to the cabins and into bed.
- It is the cabin counselor's responsibility to take care of campers after campfire.
- Behave in a responsible manner for the safety of your campers and yourself.
- The use of drugs/alcohol is not to be part of any 4-H program.
- Attend **all required** staff training days. This includes two all-day training sessions to prepare the staff to handle camper situations effectively and plan the camp program.

Qualifications

- Be a current Fond du Lac County 4-H member, or previously attended Fond du Lac County 4-H Camp.
- Have completed sophomore year of high school by June 21, 2020.
- Include one letter of recommendation from a non-family member.
- Attend the camp training (Saturday- TBD in March/April from 8 am-6 pm).
- Sign and abide by Code of Conduct.

If you feel that these are standards that you cannot accept or that you cannot attend the staff training days, then you **should not apply** for a summer camp position.

Due to the increased concerns of liability, it is required that all youth attend the planning and training sessions. This is necessary to meet the University Risk Management Office requirements in order to provide trained and qualified camp staff.

Application Process

1. Submit written application by **4:30 p.m. on February 15th, 2020** via email to fdl4hcamp@gmail.com. Email application is preferred. Write "4-H Camp Counselor" in the subject line. You will get a reply if your application was received.
 - a. Paper applications can be mailed to UW-Extension 227 Admin/Extension Bldg. 400 University Dr., Fond du Lac, WI 54935. Fax 920-929-3181.
2. All youth camp staff applicants and junior director applicants need to complete a personal interview with the camp committee.
 - a. The two interview dates will be: **Wednesday, February 26th and Saturday, February 29th**
3. Applicants are required to attend the camp training meeting on Saturday- TBD from 8:00 a.m.-6:00 p.m. If you are unable to attend on this day, you may attend one of the counselor trainings at Upham Woods. **It is offered on March 28-29th, April 25-26 or May 2-3 (there is a fee included in this training).**
4. Counselors will pay \$10 to the meeting to cover lunch expenses.
5. Attend camp from June 21-24, 2020.



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Please Note:

- If you are unable to attend the Fond du Lac County camp training meeting on Saturday- TBD or one of the Upham Woods trainings on March 28-29th, April 25-26 or May 2-3, **you will be ineligible to be a camp counselor or camp staff at 2020 4-H Camp.**
- Youth counselors will be in charge of planning camp during the camp planning meeting. The committee will observe the youth counselors during the meeting as a means of analyzing their leadership skills.
- **Selection Process:**
 - Selection will be based on the following:
 - a. Written application
 - b. Past experience as a camp staff member or youth leadership roles
 - c. Past camp staff evaluation, if applicable
 - d. Personal Interview
 - e. In addition, phone reference from club leaders may be made if needed to determine leadership ability to be a camp counselor.
- Camp Training will be held **March/April 2020**. All beginning cabin counselors and camp staff **are required** to attend. Finalizing dates and camp staff will be notified when date is confirmed.

Camp Staff will be selected in late February/early March and notified of the results. Please understand that several cabin counselors will be identified as alternates. However, final selection will be made later depending on the number of youth enrolled to attend camp.

We are committed to providing the youth of Fond du Lac County with a quality summer camp experience. We are glad that you are interested in joining the summer camp staff team. We hope that through the hard work and cooperative team efforts youth will have an educational and fun 4-H camp experience.

If you have additional question about any of the 4-H summer camp staff positions, please contact the Extension office at 920-929-3170.

Position Descriptions

Youth Directors

Applicants must have been a camp counselor in the past. The directors will cohesively assist in writing agendas, leading camp planning meetings as needed, assist with supply shopping, oversee all activities at camp, post daily schedules every morning of camp, etc. The directors will also assist the committee chairs to conduct wrap-up meeting at the end of each day at camp. Directors will help other counselors in fulfilling their responsibilities. The directors will work with Extension Office Staff, adult counselors, and adult committee members to maintain a happy, healthy, and safe learning environment. The directors may serve for two years.

Counselors

- Assume responsibility of the safety of campers and report all incidents to the nurse or adult counselors.
- Follow camp objectives, rules, policies, and guidelines.
- Assist with all camp activities.
- Use problem solving skills in different situations and seek assistance from an adult counselor when necessary.
- Attend all scheduled meetings and trainings.
- Participate enthusiastically.
- Follow all directions.
- Ensure youth are comfortable, safe, and included.
- Know where your campers are at all times.
- Perform all duties that are assigned.



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RETURN BY: **February 15, 2020 by 4:30 pm SUMMER CAMP STAFF APPLICATION**
(Please read this page before completing application, as there are changes.)

Personal Information

Name: _____

Address: _____

City: _____ State: ____ Zip Code: _____

Counselor Email: _____

Counselor Primary Phone: _____

Current Age: _____ Age as of 6/21/2020: _____

Grade in 2019/2020 School year: _____ T-Shirt Size: _____

4-H Club: _____ Year in 4-H: _____

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Parent/Guardian Email Address: _____

Do you currently have Red Cross First Aid Certification? _____

Are you currently a Red Cross certified lifeguard? _____

Indicate first, second and third choice of staff responsibilities.

_____ Cabin Counselor _____ Naturalist
_____ Crafts Resource Person _____ Waterfront & Recreation
_____ Jr. Director (If applying, please fill out the Jr. Director Application)

Camp Experience: List all of the Camps (4-H and non 4-H) that you have attended

Name of Camp	Camper or Counselor	Years



Camp Theme

Please list 3 suggestions for a camp theme below. Please be realistic, and think of themes that have potential for great craft ideas.

1. _____
2. _____
3. _____

Camper Age

What is your ideal age camper?

___ 9-10 ___ 11-12 ___ 13-15 ___ No Preference

Counselor Questions

Please answer 3 of the following 5 questions:

1. What life skills will you utilize during camp? How will you put these skills into action?
2. How do you handle stressful situations?
3. What are the three greatest strengths you bring to this position? How will you use these strengths to make camp great?
4. How have you changed as a result of being a counselor (previous counselors only)?
5. What is your greatest personality downfall when working with kids and why? How will you overcome this at camp?

Question # _____

Question # _____

Question # _____



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CAMP COUNSELOR & RESOURCE EXPECTATION AGREEMENT

I realize there are expectations of participating as a resource or cabin counselor at the Fond du Lac County 4-H summer camp.

Each counselor is expected to:

- 1) Attend the Fond du Lac Staff Planning Day, Camp Staff Training Day, and the Counselor Training and Camp Staff Evaluation.**
- 2) Abide by the safety and behavior rules.**
- 3) Accept that responsible behavior includes no possession or use of alcohol, tobacco, and non-prescription drugs before, during or after this 4-H activity.**

I agree to fulfill these expectations.

Applicant's Signature _____

Date _____

If counselors decide not to accept the above items while participating in the 4-H Camp Program, parents will be notified to pick up their child from camp, or the counselor will be sent home via public transportation at the expense of the parents.

I understand and agree with the camp guidelines that my son/daughter has agreed to. I also understand the transportation arrangements that must be followed should my child have to leave the summer camp staff.

Date _____

Signature of legal parent or guardian _____

4-H Camp will be **June 21-June 24, 2020**



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YOUTH INTERESTED IN JUNIOR DIRECTOR

Name: _____

1. Explain in detail the communication skills needed as Junior Director. Please relate this to your previous experiences.
2. What do you believe are the responsibilities of the Junior Director?
3. **CASE STUDY:** You have noticed that two camp staff members are assuming more of a camper role than a youth camp staff role. What would you do to help these camp staff members focus on their roles and responsibilities of a camp leader? What specific examples might you give them?
4. What topic would you choose to teach to kick-off the camp staff-planning day? Please describe what you would do and how you would teach it.
5. Please describe your leadership style.



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CAMP STAFF INTERVIEW SCHEDULE

CAMP STAFF APPLICANTS AND JR. DIRECTOR APPLICANTS RETURN THIS FORM

Please check (✓) all the dates and times that you would be able to interview. You will be notified of your interview time. The interviews will be scheduled for 20 minutes. We will hold one set of interviews on Wednesday evening and another on a Saturday morning based on the responses. **Please return this form with your application on Feb 15th, 2020.**

NAME _____ **PHONE NUMBER** _____

_____ **CAMP STAFF APPLICANT**

_____ **JUNIOR DIRECTOR APPLICANT**

Comments on scheduling request: (example – school gets out at, after school activity)

*please indicate if you cannot attend any of the following interview times/dates

Check (✓) **all times** that you can attend

Wednesday

February 26th

_____ 4:10 p.m.

_____ 5:30 p.m.

_____ 6:50 p.m.

_____ 4:30 p.m.

_____ 5:50 p.m.

_____ 7:10 p.m.

_____ 4:50 p.m.

_____ 6:10 p.m.

_____ 7:30 p.m.

_____ 5:10 p.m.

_____ 6:30 p.m.

_____ 8:00 p.m.

Saturday

February 29th

_____ 9:00 a.m.

_____ 10:20 a.m.

_____ 11:40 a.m.

_____ 9:20 a.m.

_____ 10:40 a.m.

_____ 12:00 p.m.

_____ 9:40 p.m.

_____ 11:00 a.m.

_____ 10:00 a.m.

_____ 11:20 a.m.