

# Grant County 4-H Summer Camp Position Descriptions

## **Position Title: Adult Counselor**

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### **Purpose:**

To work directly with youth counselors and campers in counseling, guiding and mentoring role to ensure that all have a positive camp experience. To assist campers in learning, making new friends, and working together as a team. To be a resource for youth counselors for questions, comments and concerns.

### **Time Required:**

Camp is four days in length. Counselors are expected to attend all four days of camp. In addition, Counselors are expected to attend all county training meetings and New Counselor Training at Upham Woods if he/she has not attended previously.

### **Camp Staff Responsibilities:**

- Be available to campers day or night.
- Be a positive role model for campers, fellow counselors and advisors (behavior, dress, health habits and language).
- Enforce Upham Woods rules and policies.
- Ensure the safety of all campers, counselors and fellow advisors.
- Participate in all scheduled activities.
- Seek assistance with problem situations and keep camp staff, extension staff and adult advisors informed.
- Attend required camp counselor trainings and meetings.
- Reinforce and remember that camp is for the campers.
- Take care of yourself, so that you are prepared to work with campers every day.

### **Responsibilities of Adult Counselor:**

- Know where all the campers assigned to you are at all times.
- Conduct bed checks each night.
- Provide camper supervision during youth counselor free time.
- Advise a youth counselor planning committee.
- Advise youth counselors as to their responsibilities and the purpose of camp.

### **Qualifications:**

- Must be 18 years old or older and either certified as a 4-H leader or a 4-H member.
- Demonstrate maturity, responsibility, leadership skills, attention to detail, flexibility and reliability.
- Display positive attitude and be enthusiastic.
- Have experience working with children and youth in a group setting.
- Have willingness to work as a team member.
- Be eager to accept new responsibilities and follow through on them.

**DUE: December 11, 2009**

**GRANT COUNTY 4-H CAMP ADULT COUNSELOR APPLICATION**

**Camp Dates: July 5-8, 2010**

**Adult Counselors must be 18 years or older & either certified as a 4-H leader or a 4-H member.**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

4-H Club \_\_\_\_\_ Years in 4-H \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please Contact me by: \_\_\_ Email \_\_\_ Home Phone \_\_\_ Cell Phone

1. Have you ever been a camper at Upham Woods? \_\_\_\_\_yes \_\_\_\_\_no

2. Have you ever been a counselor at the 4-H camp? \_\_\_\_\_yes \_\_\_\_\_no

3. Do you swim? \_\_\_\_\_yes \_\_\_\_\_no

4. List experiences in working with children, either in groups or individually, such as baby sitting, junior leader, club officer, recreation leader, etc.

5. Are you CPR certified or would you be certified at the time of camp?

am certified

would like to be certified

will not be certified

(contact the Extension Office)

6. Check areas that you feel competent in and briefly describe experiences relating to each area:

\_\_\_\_\_ song leader

\_\_\_\_\_ waterfront activities

\_\_\_\_\_ games/recreation

(swim, boat, canoe)

\_\_\_\_\_ nature studies, hiking

\_\_\_\_\_ crafts (please list)

\_\_\_\_\_ outdoor recreation

\_\_\_\_\_ compass reading

\_\_\_\_\_ swimming

\_\_\_\_\_ dining room

\_\_\_\_\_ teaching first aid

\_\_\_\_\_ fire building

\_\_\_\_\_ archery

\_\_\_\_\_ other (please list)

7. What leadership experiences have you had in school church, community or 4-H activities?

8. List any other information or experiences that support your selection as an Adult Counselor.

9. What advice would you give to a first time Youth Counselor?

10. Are you certified as a 4-H Leader? \_\_\_\_\_yes \_\_\_\_\_no

**If NO...** and you are selected, you may want to attend the following training:

There will be a Training for Certification scheduled on January 6, at 7:30 pm, or will contact the Extension Office to be certified before camp.

If you attend the meeting there will be a background check done at that time.

**If you cannot attend the meeting, please be sure to complete the background check form included in this application.**

If you are selected, you agree to attend the following trainings and meetings:

- I agree to attend camp planning meetings.
- If a first time Counselor, I agree to attend the Counselor Training Camp at Upham Woods (date to be announced).

Your signature \_\_\_\_\_

*Please return application to Cathy McPhail, Youth Assistant,  
PO Box 31, Lancaster, WI 53813, by Friday, December 11.*

*Be sure to ask a 4-H leader to complete the enclosed Leader Recommendation  
and to return it to Cathy McPhail by the due date.*

## **4-H Leader's Recommendation for Adult Counselor**

(To be completed by a 4-H club leader other than a parent)

Please comment briefly on this member's maturity, poise, leadership ability, cooperation and ability to work in groups. Do you feel that this member has sufficient maturity to be an adult counselor or should he/she wait until a future year? Your recommendation will be kept strictly confidential.

Signature of 4-H Leader \_\_\_\_\_

*Please return to Cathy McPhail, Youth Assistant, PO Box 31,  
Lancaster, WI 53813 by Friday, December 11, 2009.*