



September 3, 2019

Dear Camp Counselor Candidate,

4-H Camp Counselors provide care and coordinate activities for campers during 4-H camp. Being a 4-H Camp Counselor is a unique, amazing experience; however, because you are in care, custody and control of minors, serving as a 4-H Camp Counselor requires a great deal of commitment, responsibility, maturity and accountability. **Please read over the entire packet to ensure you are ready to take on the full responsibility of being a camp counselor before applying.**

If you will be age 14 by June 1, 2020 and interested in joining us, the 2020 Harbor Point 4-H camp dates are June 2-5 and June 8-11. Cloverbud camp will be Thursday, May 28.

The selection process for counselors is designed to mimic a real-life job selection process. **Be sure to read the OSU Camp Counselor Job Description.** As when applying for a real job, you should complete and provide all requested items for the camp counselor position. Returning counselors or upcoming campers are not guaranteed a counselor position.

Teen counselors who will be 18 years of age before or during camp: You will be required to complete an Ohio Bureau of Criminal Investigation (BCI) background check. BCI reports cost \$35 per person. Counselors will be reimbursed for this cost AFTER the check is complete. This is an Ohio 4-H regulation and will be enforced.

Those wishing to apply should complete and return each part below (a, b, c, etc.) of the Camp Counselor packet NO LATER than October 1, 2019 at 4:30 p.m.

First Time Applicants

- A. 4-H Camp Counselor Application**
- B. Standard of Behavior for Minor Form & 4-H Camp Counselor Code of Conduct**
- C. Health Form-** (new this year). I need this on file for trainings. This will be used during camp also, but counselors can update if needed for medication changes
- D. Interviews** – Call or email Beth at Extension Office to schedule an interview time. Interviews are scheduled for October 8 from 3:30-6pm or October 9 from 3:30pm-5pm at the Extension Office (10-minute intervals) Dress is business casual (no jeans or sweats). CANDIDATES must contact the Extension Office to schedule their appointment NO LATER THAN October 1.
- E. Two letters of recommendation-** Forms can be mailed separately from application or turned in with application but must be received by October 1.

2019 and Previous C.I.T and Counselors

- A. 4-H Camp Counselor Application**
- B. Standard of Behavior for Minor Form & 4-H Camp Counselor Code of Conduct**
- C. Health Form-** (new this year). I need this on file for trainings. This will be used during camp also, but counselors can update if needed for medication changes
- D. Returning Camp Counselor Evaluation**

Training Schedule

Camp Directors are required to provide training over particular topics for their counselor staff per Ohio State Requirements. Training hours will look differently for 2020, Counselors **must attend 1 large event AND have a minimum of 14 hours** before allowed to act in the role of a counselor. **If you do not follow through on your requirement- you will NOT serve as a counselor.** There will not be additional opportunities to earn training hours beyond what is listed below. Please see both Part A and B for 2020 Camp Counselor training schedule:

Part A: Minimum 14 Hours total (20 offered)

Sunday, November 17 2pm - 5pm Junior Fair Building
Sunday, January 12 2pm - 5pm – Extension Office
Thursday, January 16 7pm – 9pm Extension Office
Sunday, March 22 3pm-5pm Junior Fair Building
Sunday, April 26 3pm-6pm- Junior Fair Building
Saturday, May 16 9am-12pm Harbor Point (Clean up/Set Up)
Wednesday, May 27 Noon to 4pm - Harbor Point

Part B: Must attend 1 event (additional if you choose)

<i>Camp Counselor Overnight</i>	<i>Friday, December 13 7pm - Saturday, December 14 9am at Montezuma Retreat Center</i>	<i>More Details to come- Counselor will be granted 2 hours late or early arrival for sporting and school events. \$20 Fee</i>
<i>Making eXtreme Counselors</i>	<i>Sat. February 22 - Sunday February 23</i>	<i>Counselor is responsibility for travel arrangements and \$20 fee. Beth will pay for remainder of registration fee. Additional information will be given</i>
<i>Ohio Volunteer Conference</i>	<i>Saturday, March 14</i>	<i>Counselor is responsibility for travel arrangements and \$20 fee. Beth will pay for remainder of registration fee. Additional information will be given</i>

Counselors and Counselor in Training will not be able to leave during camp for extracurricular activities, work, or appointments. I understand everyone has very busy schedules and are committed to other things; however, parents are paying for their kids to attend camp and expecting a fully staffed camp. It is the counselor staff and my responsibility to make sure we provide a safe, fun environment for the campers. Everyone works very hard to plan and be trained for camp - leaving camp breaks that team effort to be successful. Everyone knows the camp dates - talk to your coaches, instructors, and employers now.

I wish all candidates the best in their efforts to be selected as a 2020 4-H Camp Counselor. I look forward to working with those that are selected. If you have any questions, please do not hesitate to contact me.

Sincerely,



Beth Guggenbiller
 Extension Educator
 4-H Youth and Development
guggenbiller.23@osu.edu