



# YOUTH STAFF POSITION DESCRIPTIONS



To be eligible for a 4-H Camp Staff position you must be finishing the 6<sup>th</sup> grade or older for 4-H Day Camp and 9<sup>th</sup> grade or older for 4-H Base Camp. Staff needs include:

4-H Day Camp (Old Settlers Park-Kenosha) Thursday, July 23, 2009, 8:00 am – 3:00 pm	4-H Base Camp (Camp Upham Woods) Thursday, August 6, 2009 – Saturday, August 8, 2009
Youth Counselor (10 positions) Recreation Coordinator (1 position) Arts & Crafts Coordinator (1 position) Waterfront Coordinator (1 position) Food Coordinator (1 position)	Youth Counselor (10 positions) Recreation Coordinator (1 position) Arts & Crafts Coordinator (1 position) Waterfront Coordinator (1 position)

## POSITION DESCRIPTIONS:

**Youth Counselor:** Has direct responsibility for assigned campers. Teaches and leads games, songs, and other activities as program requires. Provides leadership to campers and assigned camp duties.

**Recreation Coordinator:** Responsible for coordinating and safely leading recreation activities. This includes gathering participants, welcoming games, icebreakers and concluding camp. Take part in camp organizational duties (camper welcome, orientation, campfire, clean-up, etc.)

**Arts & Crafts Coordinator:** Responsible for coordinating and safely leading arts & crafts activities. Take part in camp organizational duties (camper welcome, orientation, campfire, clean-up, etc.)

**Waterfront Coordinator:** Responsible for coordinating and safely leading waterfront activities. This includes all games involving water. This does not include the responsibilities of a lifeguard (there will be one present). Take part in camp organizational duties (camper welcome, orientation, clean-up, etc.)

**Food Coordinator:** Responsible for coordinating all food preparation. Take part in camp organizational duties (camper welcome, orientation, clean-up, etc.)

**Interviews will be May 22, 2009 starting at 3:30pm – 7pm at the Racine County UW- Extension Office.**



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# 4-H Camp Staff Application – due May 1



Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_  
 County: \_\_\_\_\_ Age: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_

1. What camp position(s) are you interested in? (Check all that apply) See job descriptions for details.

**4-H Day Camp (Old Settlers Park)**

- \_\_\_\_ Youth Counselor
- \_\_\_\_ Recreation Coordinator
- \_\_\_\_ Arts & Crafts Coordinator
- \_\_\_\_ Waterfront Coordinator
- \_\_\_\_ Food Coordinator

**4-H Base Camp (Camp Upham Woods)**

- \_\_\_\_ Youth Counselor
- \_\_\_\_ Recreation Coordinator
- \_\_\_\_ Arts & Crafts Coordinator
- \_\_\_\_ Waterfront Coordinator

2. Previous Camp Experience – Please list your 4-H and other camp experience, years attended and specific role:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Describe what parents of 4-H campers expect of 4-H camp staff when they send their child to 4-H camp:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Do you think it is important for 4-H Camp Staff to work as a team to accomplish goals? Yes  No

If yes, what skills can you contribute to the team while at camp? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

5. Describe your most challenging youth leadership experience: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

6. I have had 1st aid training  Yes  No If yes, when? \_\_\_\_\_

I am CPR certified  Yes  No I want first aid/CPR training  Yes  No

*A limited number of positions are available and selection for the 4-H Camp Staff will be based on an interview, completeness and neatness of application, leader recommendation and applicant's attitude.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN APPLICATION AND REFERENCE ON OR BEFORE MAY 1, 2009:**

**KENOSHA COUNTY:**  
 4-H Summer Camp  
 Kenosha County UW-Extension  
 19600 75<sup>th</sup> Street, P.O. Box 550  
 Bristol, WI 53177

**RACINE COUNTY:**  
 4-H Summer Camp  
 Racine County UW-Extension  
 14200 Washington Avenue  
 Sturtevant, WI 53177



# 4-H Summer Camp Staff Reference



**DUE BY: MAY 1**

Your honest judgment of this applicant's qualifications to be a 4-H camp staff is appreciated. The information will be handled in a confidential manner and will not be released to the applicant unless you indicate your permission on this form. **Return the completed form to the candidate in a sealed envelope.**

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Person Furnishing Reference: \_\_\_\_\_

How long have you known the applicant: \_\_\_\_\_

What is your relationship to the applicant? \_\_\_\_\_ (4-H Leader, teacher, friend, etc.)

Your Phone: \_\_\_\_\_ (include area code)

**Use this Rating Scale to Rank each item**

5 = Far Exceeds expectations

4 = Above expected level

3 = At expected level

2 = Below expected level

1 = Not satisfactory

NA = Not able to judge

**QUALITIES RELATED TO JOB SUCCESS**

\_\_\_ Success in previous job(s) or 4-H projects

\_\_\_ Completes assignments

\_\_\_ Able to work with people (team)

\_\_\_ Organizes time and work

\_\_\_ Able to lead or inspire others

\_\_\_ Accepts guidance

\_\_\_ Oral communication skills

\_\_\_ Creative and innovative

\_\_\_ Written communication skills

\_\_\_ Ability to work creatively with youth

**PERSONAL QUALITIES THAT AFFECT PERFORMANCE**

\_\_\_ Enthusiastic, tactful & curious

\_\_\_ Demonstrates honesty/integrity

\_\_\_ Dependability and promptness

\_\_\_ Commitment to employer

\_\_\_ Maturity and poise

\_\_\_ Accepts differences in others

\_\_\_ Deals constructively with pressure

\_\_\_ Potential for professional growth

\_\_\_ Flexibility/adaptability

\_\_\_ Overall Judgment

What qualities such as leadership, organization, or dedication could this applicant bring to 4-H Summer Camp?

\_\_\_\_\_  
\_\_\_\_\_

Is there any reason(s) why this applicant should not be considered for a 4-H Camp Staff position?  Yes  No

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

Signature of Reference: \_\_\_\_\_

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



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