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December 1, 2009

Dear Camp Staff Applicant,

We are pleased to see that you are interested in applying for a 4-H summer camp position. Attached is a list of the camp staff positions.

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. As youth counselors, parents are entrusting the care of their children with you. Expectations of camp staff:

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- * Follow the camp rules and make sure the campers do as well.
- * No visiting between cabins after campfire. Cabin Counselors have 30 minutes to get their campers to the cabins and into bed. Resource counselors need to stay off the hill in the evening. It is the cabin counselor's responsibility to take care of campers after campfire.
- * Be a positive role model. Inappropriate language and clothing are not an option.
- * Be safety conscious for the campers and yourself.
- * The use of drugs/alcohol are not to be part of any 4-H Program.
- * In order to be prepared staff need to 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.

If you feel that these are standards that you cannot accept or 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 or meet the training hours needed. This is necessary to meet the University Risk Management Office requirements in order to provide trained and qualified camp staff. If a potential staff person has a question, please contact Gail or Kandi.

Youth who are currently in 10th grade and older can apply to be on the camp staff. Youth in 9th grade who turn 15 before April 1 may also apply; however, first consideration will be given to 10th grade youth.

To apply to be a camp staff member you must go through a selection process, which includes the following:

1. Written application – **Due January 29, 2010**
2. **Personal Interviews** -
- All new youth camp staff applicants, youth applying for new positions not discussed at the camp staff evaluation, and junior director applicants need to complete a personal interview with the camp committee.

The two interview dates are: **Monday, Feb. 15th and Tuesday, Feb. 16th, 2010.**

See form included with this mailing. Please mark **all** interview times you are available.

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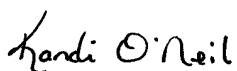
3. **Selection Process** –
 - Selection will be based on the following:
 - a. Written application
 - b. Past experience as a camp staff member or youth leadership roles
 - c. Past camp staff evaluation, if applicable
 - d. Age
 - e. Personal Interview
 - f. In addition, phone reference from club leaders may be made, if needed to determine leadership ability to be a camp counselor.
4. A New Camp Counselor Training will be held **April 24 -25, 2010**. All beginning cabin counselors and resource staff **are required** to attend.
5. All camp staff – **ARE REQUIRED TO ATTEND** Camp Staff Planning Day on Saturday, **May 22, 2010** in Port Washington **AND** Camp Staff Training Day on **Monday, June 28, 2010** at the Cedarburg Fairgrounds.
6. Attend Camp – **July 11 – 14, 2010** at Upham Woods, WI Dells.
7. Attend Camp Staff Picnic and Evaluation following camp.

Camp Staff will be selected in February 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 who attend camp.

We are committed to providing the youth of Ozaukee and Washington 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 call or stop in at your local UW-Extension Office.

Sincerely,



Kandi O'Neil
 Washington County
 4-H Youth Development Educator



Gail Kraus
 Ozaukee County
 4-H Youth Development Educator

Camp Staff Position Descriptions

All staff is responsible for the following: teach educational theme programs, be on a campfire team, and attend camp planning sessions. Each staff position is important. The staff needs to function as a team. Being on camp staff is a volunteer job with in-depth leadership and teaching responsibilities.

- **Cabin Counselor:**
 - Has direct responsibility for assigned campers. Teaches and leads games, songs and other activities as program requires. Responsible for providing a successful camp experience through planned cabin activities, theme programs, guidance through camp rotations such as nature, crafts, water activities, and archery.

- **Recreation Staff:**
 - 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 set-up and clean-up, etc.).

- **Waterfront Staff:**
 - Responsible for coordinating & safely leading waterfront activities including canoeing, swimming, water carnival and all games involving water. This includes the responsibilities of a lifeguard in addition to the Upham Staff lifeguard. Take part in camp organizational duties (camper welcome, orientation, clean-up, etc.).

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

- **Archery Staff:**
 - Responsible for coordinating and safely leading archery and wild life ecology activities. Take part in camp organizational duties (camper welcome, orientation, campfire, clean-up, etc.).

- **Naturalist Staff:**
 - Responsible for coordinating and safely planning, teaching and leading nature education programs including hikes. Take part in camp organizational duties (camper welcome, orientation, campfire, clean-up, etc.).

- **Jr. Director Base Camp - (If applying for Jr. Director; please request additional application)**
 - Responsible for the overall planning of the camp in cooperation with the UW-Extension Staff and the camp planning committee. Facilitate the camp committee planning session, camp staff planning day and camp staff training day. Work in cooperation with UW-Extension staff to complete flag schedules, meal set-ups, clean-ups, campfire teams, counselor draw etc. At camp, facilitate daily camp staff meetings, meal announcements, responsible for working with camp staff to create a cohesive team. Assist with the camp program book, design camper awards, and special camp theme activities. Time commitment is extensive prior to camp. This is an in-depth leadership experience.