



Dear Potential Operation: Military Kids Camp Counselor:

Thank you for your interest in becoming a volunteer counselor for our 2009 Operation: Military Kids Camps at Kelleys Island. Working with youth in 4-H military programs can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering as a military kids camp counselor provides you an opportunity to gain new skills, help others, and meet new friends. We hope that you recognize the tremendous benefits of volunteering and will join us in helping ensure that everyone involved has a positive, educational experience.

What's included in this application package:

- Camp Counselor Position Description
- Ohio 4-H Volunteer Policies
- Application Form and Checklist
- Camp Counselor Training Information

In order to be a camp counselor for OMK Camp, here is some information you need to know.

- **Camp Dates:** Camp counselors and staff will arrive on August 9. The camp runs from August 10-14. Counselors and staff will have the opportunity to stay overnight on August 14 and return home on August 15.
- **Age:** We will be accepting application from teens who are at least 15 years old by August 1, 2009.
- **Cost:** All of your registration fees for camp are paid.
- **Responsibilities:** OMK Camp is a residential camp. Counselors will be expected to lead sessions and stay in cabins at night. Other responsibilities are detailed in the position description.
- **Training:** Prior to arriving to camp, counselors are expected to have at least 24 hours of camp counselor training, as required by the American Camp Association. These hours can be accumulated in various ways. This training will involve getting acquainted with the camp site and each other, understanding the purpose of the camp, expectations and responsibilities of counselors, and how to recognize and handle situations with youth coping with a parent's deployment. Some counselor training is provided on-site at camp prior to the campers arriving. Included in this packet are camp counselor training opportunities, particularly if you are a youth who has not been through a 4-H camp counselor training program.
- **Selection:** Applicants are expected to complete an interview with camp directors. Final selection of counselors will not be made until after the overnight retreat (June 19-20, 2008). If you are unable to make one of the required training sessions, it is your responsibility to notify us in advance so we can discuss options for continuing on in the counselor selection process. Otherwise, failure to attend will prohibit you from counseling at camp this year.

Please return the completed application form by **April 17, 2009**, to Operation: Military Kids, State 4-H Office 2201 Fred Taylor Drive, Columbus, OH 43210.

We appreciate your cooperation and look forward to potentially working with you. Please contact Jermaine Kennedy at omk@cfaes.osu.edu or 614-292-3758, or contact Sue Ann Carroll by e-mail at sue.ann.carroll@us.army.mil or 1-877-460-2177 with questions.

Sincerely,

OMK Camping Team

Jermaine Kennedy, Operation: Military Kids Program Coordinator

Sue Ann Carroll, Ohio National Guard State Youth Coordinator

Theresa Ferrari, Operation: Military Kids Project Director

Erin Berry, Operation: Military Kids Youth Program Specialist

Larry Hall, Extension Educator Knox County

Laura Poppen, Army Reserve Child and Youth School Services Regional Coordinator

Operation: Military Kids Camp Counselor Volunteer Position Description

Ohio State University Extension – State 4-H Office

Position Title: Camp Counselor

2009 Dates & Locations:

Volunteer counselors are needed to work with participants in following 2009 military kids 4-H camps:

- Operation: Military Kids Camp, August 10-14 (plus staff orientation August 9 and optional counselor celebration August 15) at Kelleys Island 4-H Camp. Camper ages range from 9-11 years old.
- Operation: Military Kids Teen Camp, August 10-14 (plus staff orientation August 9 and optional counselor celebration August 15) at Camp Patmos, Kelleys Island. Campers range from 12-15 years old.

Responsibilities:

- ◆ Follow all guidelines and policies of Ohio State University Extension, the Ohio 4-H program, and the state 4-H program for which volunteer counselor service is provided.
- ◆ Successfully complete the counselor orientation and training program prior to the program, and participate in staff meetings during and after the program.
- ◆ Work proactively and positively to assure that the program promotes and provides for positive and healthy physical, intellectual, emotional, and social development of the campers
- ◆ Foster the development of knowledge, attitudes, skills, and aspirations of campers by applying leadership development principles, being a positive role model and mentor, and facilitating non-formal, hands-on youth development experiences
- ◆ Make sure that each camper has the most positive, educational, fun, youth development experience possible throughout the program.
- ◆ Apply appropriate behavior management strategies in handling behavior challenges or discipline problems which may occur during the program.
- ◆ Serve as cabin counselor, and conduct nightly meetings to assist in making campers' experiences positive and to identify what's going well and what may need improvements.
- ◆ Advise program committees and facilitate program activities and groups throughout the camp as needed and as directed by the directors of the camp or program.

Qualifications:

An individual serving as a counselor for a military kids' camp must have:

- ◆ Personal qualities including initiative, responsibility, flexibility, and leadership.
- ◆ The skills to motivate and nurture positive physical, intellectual, emotional, and social development of youth.
- ◆ An interest and ability to teach and share knowledge and skills with youth in an outdoor educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to motivate youth to assume leadership roles.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other staff in an educational setting.
- ◆ The ability to provide positive supervision to groups of youth.
- ◆ The ability to work together with the entire camp staff to run a successful camp.
- ◆ The ability to manage stress associated with group living and 24-hour supervision responsibilities.

Ohio State University Extension Agrees to:

- ◆ Provide training opportunities and program resources that will help the volunteer counselor be successful in completing the above responsibilities.
- ◆ Have professionals available to consult with volunteer counselors during the program, and to provide appropriate recognition and support.

Ohio 4-H Volunteer Policies

Effective November 1, 2002. Ohio State University Extension implemented new volunteer selection policies and procedures. All individuals who are interested in volunteering with Ohio State University Extension and working with a member of a vulnerable population (minors, elderly over age 65, or individuals with disabilities) must adhere to these policies and procedures. This includes those interested in volunteering as counselors for Ohio's 4-H camps for military youth.

Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization. While the actual order of implementation may vary from program to program, all potential volunteers will:

- (1) receive a position description;
- (2) complete an application and return it to State 4-H Office;
- (3) submit to a criminal history fingerprint record check if over 18 years old; and
- (4) agree to and sign the volunteer standards of behavior form.

Background information collected on individuals 18 and over may be updated periodically and will be kept in a secured file. This information will be kept on file for a minimum of three years following camp. The release of information will follow The Ohio State University and Ohio State University Extension operation procedures and will be in accordance with Ohio law.

OHIO OPERATION: MILITARY KIDS CAMP OMK Counselor Application

(To be completed by all *potential* counselors for Ohio OMK camps.)
Return the completed application form and standards of behavior form by **April 17, 2009** to:
Operation: Military Kids, State 4-H Office, 2201 Fred Taylor Drive., Columbus, OH 43210.

I. General Information

Name: _____
(First) (Middle) (Last)

Mailing Address: _____
(Street) (City) (ZIP)

Date of Birth: ____ / ____ / ____ Age as of August 1, 2009: ____
(Month) (Day) (Year)

Grade Level as of 9-1-09: _____ E-Mail Address: _____
(make sure this is an account you check regularly)

Cell Phone: ____ - ____ - ____

County: _____ Home Phone: ____ - ____ - ____

II. Camp Experience and Related Information

Check all that apply and provide any of the additional information in the spaces provided:

I am a 4-H camp counselor.

County: _____ Number of years: _____ (not including current year)

I will be a 2009 4-H camp counselor in my county.

I am a 4-H member but have never been a camp counselor.

County: _____

I am not a 4-H member and have never been a camp counselor.

I have been a counselor for a camp other than a 4-H Camp.

What camp: _____

I have a family member serving in the military.

Relationship: _____ Branch of Service: _____ Component: _____

I have attended an Operation: Military Kids Camp as a camper

Year(s) attended: _____

I have attended an Operation: Purple Camp as a camper.

Year(s) attended: _____

III. Camp Information

1. What are your favorite camp sessions to teach, lead, or plan? Please include educational daytime sessions and programs and activities such as campfire, evening recreation, and vespers.
2. Describe a topic or lesson that you could teach during an educational daytime session.
3. Describe a program or activity that you could plan and/or lead (beside educational session).
4. List any hobbies, interests, or special skills:
5. What age group of campers do you prefer to have in your cabin?

IV. Training

All interested OMK Camp Counselors must complete a minimum of 24 total training hours to be eligible to attend the OMK Camp during the 2009 summer. Twelve of these hours will be completed at Kelleys Island on **August 9** prior to the campers' arrival. The rest must be completed prior to camp.

You must attend the following required event(s):

June 19-20 Camp Counselor Overnight Retreat, State 4-H Center

**If you are a 4-H member who has not/will not be going through a 2009 County Camp Counselor Training, please contact us to discuss a customized training program in addition to the counselor overnight.

Optional opportunities:

Ohio Teen Conference: February 21, Columbus, OH

Camp Counselor Workshop: February 28-March 1, 2009

Canter's Cave 4-H Camp in Jackson County

Camp Counselor Workshop: March 21-22, 2009

4-H Camp Ohio in Licking County

If you are interested in attending any of these optional opportunities please call Jermaine Kennedy at 614-292-3758 for more information.

6. Are there any conflicts with attending these counselor training sessions? YES NO
7. If yes, what is (are) the conflict(s) and how do you propose making up the required training hours?

Final selection of counselors will not be made until after the camp counselor overnight. Final decisions will be made on the basis of performance, participation, references, and other aspects of the application and training process.

V. Personal references:

Have you ever been convicted of a misdemeanor or a felony? _____

If yes, please give date, nature, and disposition of offense: _____

All staff who are 18 years of age or older must provide BCI&I and FBI background check reports for required criminal background checks. The BCI&I report must be dated between August 2008-August 2009. The FBI background check must be dated between August 2004-August 2009.

References: Please include a letter of reference from someone who has knowledge of your skills, abilities, and qualifications. Individuals should have worked with you at camps or on projects and activities and/or have direct experience with or knowledge of your qualifications. Please provide this person with the list of training requirements provided so they may comment on their knowledge of your training in these areas. **4-H members and alumni must use their County Educator.**

In addition to your letter of reference list two non-family members who have knowledge of your qualifications to be a camp counselor. **The person writing your letter of reference cannot be used as an additional reference.** Please provide complete addresses and phone numbers.

Name: _____ Relationship: _____

Home Phone: _____ - _____ - _____ Work Phone: _____ - _____ - _____

E-Mail Address: _____

Address: _____
(Street) (City) (State) (Zip)

Name: _____ Relationship: _____

Home Phone: _____ - _____ - _____ Work Phone: _____ - _____ - _____

E-Mail Address: _____

Address: _____
(Street) (City) (State) (Zip)

I authorize the references listed above to provide to the Ohio State University Extension 4-H any and all information related to my background. I knowingly and voluntarily release and hold harmless these references from any and all claims of any kind whatsoever that I may have because they provide, or attempt to provide, any such information. I hereby expressly authorize the Ohio State University Extension 4-H to request, receive, and use this information and I knowingly and voluntarily release and hold harmless Ohio State University Extension 4-H, or any employee or agent of it, from and against any and all claims of any kind whatsoever that I may have because of the request, receipt, or use of any such information. I understand that the misrepresentation or omission of information requested is just cause for non-appointment as a 4-H volunteer. If appointed as a volunteer, I agree to abide by the policies of Ohio State University Extension and the Ohio 4-H Program and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: _____ **Date:** _____

OMK CAMP COUNSELING TRAINING REQUIREMENTS

All interested OMK Camp Counselors must complete a minimum of 24 total training hours to be eligible to serve as a counselor at the OMK Camp during the 2009 summer. **These requirements will be met by attending the counselor trainings provided by Operation: Military Kids.**

- a. Complete a minimum of twelve (12) hours of planned educational experiences in a non-camp setting including:
 - Philosophy
 - Expectations
 - Characteristics of a good camp counselor
 - Explanation of the Ohio 4-H Youth Protection Policy and Standards of Behavior- Anyone who refuses to sign the Standards of Behavior should not participate as a camp counselor!
 - History
 - Job description
 - Purpose of camp
 - Responsibilities
- b. Complete a minimum of twelve (12) hours of planned educational experiences including an overnight in a camp setting including:
 - Getting acquainted with each other and the site
 - Developing working relationships
 - Learning and practicing camp activity skills
 - Sharing program ideas
- c. Complete other *optional* training to supplement that conducted by 4-H such as: Red Cross Lifeguard, Babysitting, First Aid, or related program skills (optional).

OMK Camp Counselors must have documentation that they have been trained in the following areas or have been given the following documents:

- a) Enforcing established safety rules.
- b) Working with the types of campers they will supervise.
- c) Identifying and manage environmental and other hazards related to their activities.
- d) Performing their role in emergency health care, with a focus on avoiding contact with blood borne pathogens
- e) Promoting positive behavior management and disciplinary techniques that forbid corporal punishment and hazing
- f) Using appropriate methods and behaviors for relating to campers and avoiding child abuse and/or neglect and discussing the sensitive issue policies (smoking, drugs, tattoos, body piercing, sexuality, dating, religion, horror stories, personal lives of staff)
- g) Understanding needs of campers
- h) Speaking and listening to campers with respect
- i) Focusing attention primarily on campers' needs and interests rather than on other staff and themselves
- j) Purpose of camp
- k) Counselor Expectations
- l) Counselor responsibilities
- m) Characteristics of a good camp counselor
- n) Explanation of the Ohio 4-H Youth Protection Policy and Standards of Behavior
Anyone who refuses to sign the Standards of Behavior should not participate as a camp counselor!
- o) Getting acquainted with each other activities
- p) Developing working relationships
- q) Learning and practicing camp activity skills

Application Checklist

- Completed Application
 - Pages 4-6 of this packet
- Letter of Reference included
- Dates marked on calendar
 - April 17, Applications Due
 - June 19-20, Counselor Training at Nationwide and Ohio Farm Bureau 4-H Center
 - August 9-14, Camp
 - August 15-optional opportunity for counselors to stay the evening of the 14th and leave early Saturday morning, the 15th. This is a chance for the counselors to reflect on the experiences of the week.

Once you have completed the checklist. Please mail the application to:

Operation: Military Kids
State 4-H Office
2201 Fred Taylor Drive
Columbus, OH 43201

Deadline for applications is: **April 17, 2009**

If you have any questions please feel free to contact Operation: Military Kids at omk@cfaes.osu.edu or by phone at 614-292-3758