



**State 4-H Office
2201 Fred Taylor Dr
Columbus, OH 43210
Phone: 614-292-6941**

Dear Potential State 4-H Camp Counselor:

Thank you for your interest in becoming a volunteer counselor for one of our state 4-H programs. Each year over 25,000 volunteers contribute time, energies, and talents that enable Ohio 4-H to reach over 300,000 young people and fulfill our mission of helping youth to become caring, capable, and contributing citizens.

To effectively support our Ohio 4-H members, parents, volunteers, and professionals, Ohio State University Extension has a policy concerning the selection of individuals who desire to volunteer for the organization. State 4-H camp counselors who are volunteering for a period of less than a week will: 1) receive a position description; 2) complete an application and return it to the State 4-H Office; 3) have references collected and eSorn and sex offender registry checks completed by Extension professionals; and 5) agree to and sign a volunteer standards of behavior form.

A position description, an application form, and the standards of behavior form are provided within the following pages. If you are interested in being a counselor for a state 4-H camp, please return the completed application form and standards of behavior form to Kathryn C. Pepple, State 4-H Office, 2201 Fred Taylor Dr, Columbus, OH 43210. Applications are accepted anytime until all counselor positions have been filled. Finalists for counselor positions will be contacted about interview and orientation arrangements prior to the camps. The counselor selection and invitation process for most state camps is usually completed 12 weeks prior to the camp.

Information 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 the receipt of your application or the termination of your involvement as an Ohio 4-H volunteer (whichever is longest). The release of information will follow The Ohio State University and Ohio State University Extension operating procedures and will be in accordance with Ohio law.

Working with youth in state 4-H camp programs can bring you immense satisfaction as you help them grow, learn, develop, and succeed. Additionally, volunteering as a state 4-H 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.

We appreciate your cooperation and look forward to potentially working with you.

Sincerely yours,

Kathryn C. Pepple
OSU Extension 4-H Specialist,
Youth Development

Volunteer State 4-H Camp Counselor Position Description

Ohio State University Extension – State 4-H Office

Position Title: Counselor

State 4-H Camp Dates & Locations:

Counselors age 18 or older are needed to work with participants in following state 4-H programs:

- State 4-H Leadership Camp, August 9-13, 2010 (staff orientation Aug 8) at Camp Ohio
- 4-H Sea Camp, (dates TBA) at Kelleys Island
- State 4-H Shooting Sports Education Camp (dates TBA) at Canters Cave
- Operation Military Kids Camp and Operation Purple Camps (dates TBA)

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 pro-actively and positively to assure that the program promotes and provides for positive and healthy physical, intellectual, emotional, and social development
- ◆ foster the development of knowledge, attitudes, skills, and aspirations by campers by applying positive youth development principles, being a good 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 or floor counselor, and conduct nightly meetings to assist in making campers' experiences positive and to identify what's going well and needed 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 state 4-H camp must have:

- ◆ The ability to teach and motivate teens while nurturing positive youth physical, intellectual, emotional, and social development.
- ◆ An interest in teaching and sharing knowledge and skills with teens in an educational setting.
- ◆ The ability to organize information and materials and delegate responsibility.
- ◆ The ability to motivate teens to assume leadership positions.
- ◆ The ability to work with minimal supervision from professional staff.
- ◆ A sincere interest in working with other staff in an educational setting.
- ◆ A willingness to become familiar with and work within the philosophy and guidelines of the Ohio State University Extension and the Ohio 4-H Program.

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 STATE UNIVERSITY EXTENSION STATE 4-H CAMP COUNSELOR APPLICATION FORM



(to be completed by all potential volunteer state 4-H camp counselors)

*Applicants must be age 18 or older before the first day of the program for which they are applying.
To apply, complete both sides of this application and return it with the signed Standards of Behavior Form to:
Kathryn C. Pepple, 2201 Fred Taylor Dr, Columbus, Ohio 43210-1084 Fax: 614-292-5937
Applications are accepted until all state camp counselor positions have been filled.*

I. GENERAL INFORMATION

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

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

Length of time at this address (years): _____ **Date of Birth** ____/____/____
(Month) (Day) (Year)

Line Phone: _____ - _____ - _____ **Cell Phone:** _____ - _____ - _____

E-Mail Address: _____

II. INTEREST

Please rank (1st, 2nd, 3rd) your preference of camps where you would like to be a counselor:

- ____ State 4-H Leadership Camp, August 9-13, 2010 (staff orientation August 8) at Camp Ohio
- ____ 4-H Sea Camp at Kelleys Island (dates TBA)
- ____ State 4-H Shooting Sports Education Camp at Canters Cave (dates TBA)
- ____ Operation Military Kids Camp and Operation Purple Camps (dates TBA)
- ____ Other 2010 State 4-H Camps (list) _____

Why are you interested in being a counselor for a state 4-H camp?

Have you ever been a 4-H member? __yes __no **If yes, in what county/state?** _____

Have you ever been a counselor for a state 4-H camp? __yes __no
If yes, when and for what program(s) were you a counselor?

Have you ever been a counselor for any other camps? __yes __no
If yes, when and for what camp(s) were you a counselor?

What other types of related experience, employment, or education have you had? (List)

III. PERSONAL REFERENCES

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

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

Please note: A criminal record will be considered as it relates to specifics of the position for which you are applying. A criminal record may prevent an individual from volunteering, depending on the nature of the offense.

References: List non-family members who have 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 complete addresses and phone numbers.

Name: _____ (_____) _____ (_____) _____
Relationship Home Phone Work Phone

Address: _____ E-Mail: _____
(Street) (City) (State) (Zip)

Name: _____ (_____) _____ (_____) _____
Relationship Home Phone Work Phone

Address: _____ E-Mail: _____
(Street) (City) (State) (Zip)

Name: _____ (_____) _____ (_____) _____
Relationship Home Phone Work Phone

Address: _____ E-Mail: _____
(Street) (City) (State) (Zip)

I authorize the contact of listed references and understand that eSorn and sex offender registry checks will be completed prior to final consideration of my application to volunteer. I understand that misrepresentation or omission of required information is just cause for non-appointment as a volunteer State 4-H Camp Counselor with Ohio State University Extension. I understand that I serve at the pleasure of the Ohio State University Extension and agree to abide by the policies of Ohio State University Extension and individual program areas and to fulfill the volunteer responsibilities to the best of my ability.

Applicant Signature: _____ Date: _____



OHIO STATE UNIVERSITY EXTENSION VOLUNTEER STANDARDS OF BEHAVIOR



This Standards of Behavior is a contractual agreement accepted by volunteers who commit to an Ohio State University Extension program. The Standards of Behavior shall guide volunteers' behavior during their involvement in Extension programs. Just as it is a privilege for OSU Extension to work with individuals who volunteer their time and energies to the organization, a volunteer's involvement with OSU Extension is a privilege and a responsibility, not a right.

Ohio State University Extension provides quality educational programs accessible to all Ohio citizens. The primary purpose of this Standard of Behavior is to insure the safety and well being of all Extension program participants (i.e. members, their parents and families, professionals, and volunteers). Volunteer counselors are expected to function within the guidelines of Ohio State University Extension and Ohio 4-H. Ohio State University Extension volunteers shall be individuals of personal integrity.

Ohio State University Extension volunteers will:

- ◆ Uphold volunteerism as an effective way to meet the needs of youth and adults.
- ◆ Uphold an individual's right to dignity, self-development, and self-direction.
- ◆ Accept supervision and support from professional Extension staff while involved in the program.
- ◆ Accept the responsibility to represent the Extension program and the Ohio State University Extension program with dignity and pride by being positive mentors for the youth with whom they work.
- ◆ Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship and provide positive role models for all youth.
- ◆ Respect, adhere to, and enforce the rules, policies, and guidelines established by their individual county Extension program and Ohio State University Extension.
- ◆ Not engage in abusive behaviors that physically or verbally threaten or harm any Extension program participant, including youth.
- ◆ Not commit a felonious act.
- ◆ Comply with all civil rights laws and policies, including but not limited to O.S.U. Extension equal opportunity, anti-discrimination laws, and program participant protection policy.
- ◆ Perform duties in a responsible and timely manner as outlined in the job description.
- ◆ Report immediately any threats to the volunteer's emotional or physical well being to the county Extension professional.
- ◆ Accept the responsibility to promote and support Extension programs in order to develop an effective county, state, and national program.
- ◆ Handle animals and operate machinery, vehicles, and other equipment in a responsible manner.

OHIO STATE UNIVERSITY EXTENSION Member/Service Recipient Protection

- ◆ Volunteers will not intentionally or purposefully place themselves in a position alone with a member of a vulnerable population, in a one-on-one situation, including, but not limited to, sharing sleeping quarters one-on-one with non-related members and/or participants.
- ◆ Volunteers will endeavor to provide safe and healthy programs for all participants. In cases of illness or injury, participants will be treated on-site by the appropriate health care provider or taken to an appropriate health care provider if necessary, when a legal parent, guardian or caregiver is not available for consultation.
- ◆ Volunteers, will not, under any circumstances, physically, verbally or emotionally abuse, or fail to provide the basic necessities of care, such as food or shelter to members or participants.

I have read and understand the Standards of Behavior and Member/Service recipient protection policy outlined above. I understand and agree that any act or omission on my part that contradicts any portion of these standards is grounds for immediate suspension and/or termination of my volunteer status with the Ohio State University Extension program.

Signature

Date

Signature of Extension Professional

Date

INFORMATION FOR OBTAINING YOUR CRIMINAL HISTORY RECORD CHECK

All potential volunteer counselors for state 4-H camps must submit to and successfully pass a criminal history fingerprint background check. Criminal history fingerprint record checks results will be sent to the designated Ohio State University Extension office with notification directed to the Extension professional at the appropriate county, district or state office concerning record check results.

Potential volunteer counselors for state 4-H camps will be financially responsible for their own record check.

If you have previously had a criminal history record check conducted (in the last 12 months), you may use that record check to meet Ohio State University Extension requirements. You need to do one of two things:

1. Show proof, through the organization that conducted the check (copy of record check); or
2. Allow OSU Extension to request another report based on the previous fingerprint checks with costs incurred by you (the individual potential volunteer).

If you have not previously had a criminal history record check conducted (in the last 12 months), please contact your County OSU Extension Office to find out how potential Extension volunteers in your county may obtain record checks. Specific procedures vary somewhat from county to county, but generally include these steps:

1. Schedule a date & time & location to complete your criminal history fingerprint background check. Please do this as soon as possible to allow enough time for the report to reach the State 4-H Office before counselor selections are finalized.

There are several agencies in Ohio through which you can use the web-check system to obtain your record check. These can be found on-line at www.webcheck.ag.state.oh.us/WebCheckCommunity.htm Otherwise, contact your local police or sheriff's office to find out whether they can lift fingerprint impressions for potential volunteers, or direct you to an agency which can.

When you schedule your appointment or walk-in time, find out how they prefer to be paid for their services, and what your costs will be. The cost necessary for the Bureau of Criminal Investigation and Identification (BCI) to perform the background checks is \$15.00 per transaction. Some agencies or vendors choose to charge additional fees to over and above this required cost. Such fees may range from \$5.00 to \$40.00.

2. You will need to pay for services and have a valid driver's license for identification at the time the check is completed.
3. If the agency uses fingerprint impression cards find out if they will send them to BCI, or if you need to send them yourself. (Note: When sending fingerprint impression cards to BCI, they must include the \$15.00 for processing. BCI does not accept personal checks or cash - only certified checks, business checks or money orders.
4. Please ask that all results be sent to the following address:
Volunteer Background Check Reporting
OSU Extension – State 4-H Office
2201 Fred Taylor Drive
Columbus, OH 43210
5. Should the agency that is conducting the check need our agency code to ensure that we receive the results, it is 1AB002. (Note: When completing the fingerprint card box titled: SEND BACKGROUND CHECK RESULTS TO - please indicate the first choice: **agency listed in agency code box**. The agency code to use is: **1AB002**)