



April 1, 2016

Dear Potential Conservation Day Camp Counselor/
Counselor-In-Training,

**Would you like to serve as a camp counselor for the
2016 Conservation Day Camp on June 21-23?**

Serving as a Conservation Day Camp Counselor is a great opportunity to develop leadership, responsibility and people skills. For some, this is a great way to build your leadership portfolio for future goals such as 4-H Camp Counselor, Junior Fair Board member and college and scholarship applications.

**This year's Conservation Day Camp will be held June 21-23
from 9am-2:30pm each day at the Shelby Co. Fish & Game
Club, 9120 Sidney-Freyburg Rd, Sidney.**

As directors of Conservation Day Camp, we look for individuals who like working with children, are good role models and have a positive and willing attitude. Applicants must be completing the 7th thru 12th grade.

Counselor responsibilities are:

- Guide a group of 25 young people from station to station. Monitor their behavior and keep them motivated and engaged in presentations.
- Assist presenters with minor tasks of your group and camp. Including aiding campers with keeping their belongings together and clean-up.
- Keep your group entertained if there is a delay in the planned activities. Games and songs would be appropriate and during training you will be provided with resources to help you with those.

As a counselor-in-training you will assist the counselors and camp directors with the above responsibilities.

Enclosed you will find a Camp Counselor Application and Responsibilities Form. Please read through the material and if you agree to uphold these responsibilities then fill out the application, sign it and return it with your parent/legal guardian signature **to Shelby Soil & Water Conservation Dist., 822 Fair Rd., Sidney, OH 45365 by May 20**.

In order to prepare you for this opportunity it is mandatory for all counselors, regardless of past experience, to attend a training session. It is important that you attend this session in order to tour the camp site and facilities and get to know your counselor team and adult staff. More details on responsibilities and expectations will be shared at this training. **Counselor Training will be held on Wednesday, June 15 from 7-8pm at the Shelby Fish and Game Club, so please mark your calendars. You must attend the training session to be a counselor. If exceptional circumstances prevent you from attending this training session you will need to contact me to schedule a make-up date.**

If you have questions about any of this information please don't hesitate to call me at 937-492-6520, ext. 117 or email at Lynda.adams@oh.nacdnet.net

Sincerely,



Lynda Adams
Education Coordinator
Shelby Soil & Water Conservation District

2016 CONSERVATION DAY CAMP

Counselor/Volunteer Job Description

POSITION TITLE: Conservation Day Camp Counselor

TIME REQUIRED: 3 days in June + 1 training session prior to camp

LOCATION: Shelby Co. Fish & Game Club, 9120 Sidney-Freyburg Rd. in Sidney

GENERAL PURPOSE:

- Assist in conducting age appropriate, educational, camping programs for youth.
- Provide a safe and positive physical and emotional environment for youth development at day camp.
- Serve as a liaison among the camp personnel, campers, and other volunteers regarding camping programs.

SPECIFIC RESPONSIBILITIES:

- Model positive behavior management techniques and not use any form of physical or emotional abuse.
- Assume the responsibility as Counselor.
- Be directly responsible to the camp directors in charge of camp and perform duties as requested.
- Work cooperatively with all other camp personnel whether permanent staff, summer staff, volunteers or counselors.
- Know camp rules, abide by them and enforce them with all persons in camp.
- Recognize that counselors are at camp for the campers' benefit and only secondarily for their own development and enjoyment.
- Arrive on time and with the proper materials for assigned responsibilities.
- Exercise mature, good judgment in assuming responsibility for and working with youth.

For questions, contact:

Lynda Adams, Education Coordinator

Shelby Soil & Water Conservation District

822 Fair Rd., Sidney, OH 45365

lynda.adams@oh.nacdnet.net

(937) 492-6520, ext. 117

2016 CONSERVATION DAY CAMP

Counselor/CIT Responsibilities

GENERAL RESPONSIBILITIES:

I, as a Conservation Day Camp counselor, will be expected to:

1. Attend counselor training meetings.
2. Conduct myself as a member of the counseling staff.
3. Set a good example by not using profanity or telling off color jokes and stories.
4. Not have in my possession or use tobacco, alcohol or illegal drugs while I am participating in the counselor training program and at CDC Camp.
5. Be a responsible counselor...
 - a. Get to know each of the campers in my group personally and by name.
 - b. Have all campers, including myself; check in any of their medications with the First Aid person.
 - c. Make sure that all of my campers are familiar with camp site and rules.
 - d. Help campers take care of personal possessions.
 - e. Go over the camp program of activities with my campers at least once a day.
 - f. Check for illness or injury, but don't make much of a "fuss" about minor things.
6. Be with my campers at ALL TIMES.
7. Never punish a camper by ridicule or physical punishment – patience and understanding works wonders.
8. Urge safety at all times. Take time to explain how and why to do something safely.
9. Go with hurt or sick campers to the First Aid person no matter how minor the ailment.
10. Be quiet when appropriate and help keep the campers quiet.
11. Plan and conduct special activities.
12. See that all campers are involved in all activities. Make sure no one is excluded.
13. Guide, suggest and develop in camp a feeling of planning and doing things together. All of this will in turn create a feeling of freedom.
14. Make sure all campers understand they are responsible for their own behavior.
15. Be sure that all campers know that they must remain on the camp grounds at all times.
16. Attend and be on time for all meals, classes and activities.
17. Supervise meal time area clean-up when necessary.
18. Be flexible – plans do change – and rains do come.
19. Feel free to discuss problems with any of the other staff members.
20. Remember that the camp rules apply to me as well as the campers and that I am setting an example that my campers will follow.

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2016 CONSERVATION DAY CAMP

SPECIFIC RESPONSIBILITIES:

I, as a Conservation Day Camp counselor, will be expected to:

21. Arrive 8:00 a.m. on first day and 8:15 a.m. on second and third day and stay until 3:00 p.m.
22. Put names on cups with a permanent marker and help campers put names on name tags if help is needed.
23. If a program ends early and there is free time ALWAYS keep the campers busy with games or activities.
24. Always keep your group together and do a head count before the start of each program.
25. KNOW THE SCHEDULE...make sure you lead your group to the correct program at the proper time.
26. Always have respect for the program presenters by providing help when ever needed, quieting the group before starting, and helping with clean-up if needed.
27. DO NOT talk with other counselors during programs.
28. Make sure your entire group makes it through the lunch line with his/her cup.
29. Wash the entire group's cups thoroughly after lunch!
30. Make sure everyone cleans up his/her trash after lunch.
31. After lunch gather your group and promptly arrive at the afternoon program.
32. Try to participate in activities yourself with great enthusiasm!
33. Bring your group to the closing area and help with dismissal.

Discipline Policy - 3 Strikes You're Out:

1. You will be responsible for handling campers talking, interruptions, rudeness, horse play, etc.
2. Every time a camper is corrected that is one "strike".
3. After the third strike the camper is to be brought to one of the Camp Staff (Lynda or Jill) and they keep them for 30 minutes.
4. If they are brought to the camp staff for a second time they sit out for 30 minutes again and his/her parents are called. The third time a camper is brought to the Camp Staff he/she will be sent home.
5. Any major problems such as profanity, endangering others, sexual harassment, etc. automatically bring the camper to the Camp Staff for the 30 minute sit out.
6. Counselors are to set the example...campers look to you for leadership!

Weather Policy:

1. A "runner" will be sent to each program if bad weather is approaching.
2. Bring your group to the Main Building IMMEDIATELY!
3. Try not to rush the campers and cause panic. Bring them to the Main Building in an orderly fashion.

By signing below, I acknowledge that I have read and agree to abide by the above responsibilities as a CDC camp counselor. I understand and agree that I will be asked to call my parent/guardian immediately to pick me up if I do not conduct myself in a responsible manner, which includes being where I am not supposed to be without permission and the possession or use of tobacco, alcohol, illegal drugs or fireworks.

Signature of Counselor

Date

Signature of Parent/Guardian

Date

2016 CONSERVATION DAY CAMP

Counselor/CIT Application

1. All applicants must be completing the 7th through 12th grades.
2. All interested in serving as a camp counselor for Shelby County Conservation Day Camp MUST complete an application.
3. Applicants MUST commit to all 3 days of camp unless an emergency arises.
4. Further information letters will be sent after the application deadline: May 20
5. Please return completed application to: Lynda Adams, Shelby Soil & Water Conservation District, 822 Fair Rd. Sidney, OH 45365 (937) 492-6520, ext.117

NAME: _____ AGE/GRADE: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____ PHONE: _____

E-MAIL ADDRESS: _____ T-SHIRT SIZE: _____

4-H CLUB (if applicable): _____ MAIN ADVISOR: _____

In case of Emergency, contact:

Name: _____ Relationship: _____

Address: _____ Phone: _____

Have you ever attended Conservation Day Camp as a camper? Yes No

Have you ever served as a camp counselor? Yes No

If yes... Conservation Day Camp 4-H Camp Other: _____

I understand that if selected to serve as a counselor for Shelby County Conservation Day Camp, I will be expected to follow the rules and responsibilities given to me. I also recognize the commitment and responsibility involved with being a Conservation Day Camp Counselor and I believe I am able to accept the challenge. My status as a Shelby County Conservation Day Camp Counselor may be terminated at any time for failure to abide by these or other policies and procedures.

Signature of the Applicant

Date

My child has my permission to apply to be a Conservation Day Camp Counselor for Shelby County. I realize the responsibility the position holds. I feel my child can accept the commitment and follow through with all assigned tasks and duties.

Signature of Parent/Guardian

Date

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2016 CONSERVATION GAY CAMP

Please answer the following questions:

1. Why are you interested in serving as a camp counselor?

2. What previous experience do you have working with youth? (i.e. Sunday School helper, mentoring program, etc.)

3. What activities have you been involved in through 4-H (if applicable)?

4. What are some of your school, church and community activities other than 4-H?

***** Application due by May 20 *****