

## 4-H Camp Counselor Job Descriptions

### PROGRAM DESCRIPTION:

The 4-H Camp Counselors are a group of 4-H teens selected to assist in being responsible for campers during 4-H camp. As a result of participation, counselors will develop knowledge, skills, attitudes and aspirations needed for adult success, and the Defiance County 4-H program will be strengthened and expanded. Reports to: 4-H Educator

### Qualifications:

Ability to work with minimal supervision and seek advice or assistance when needed, and  
 Possess leadership abilities, responsibility skills and self-esteem, and  
 Must maintain enthusiasm, sense of humor, patience, and self-control, and  
 Displays appropriate behavior and understands what it takes to be a positive role model, and  
 Possess the strength and endurance required to maintain constant supervision of campers.

### Requirements

- Must currently be a freshman or older to apply.
- Must be a member in good standing. Complete a 4-H project judging, required number of meetings and a demonstration.
- Must be able to get transportation to meetings and events as needed.
- Must complete a minimum of 20 hours of training. (4 of these hours must be on-site for first time counselors).
- Must complete Child Abuse Awareness training. Must Sign Standards of Behaviors, complete the Code of Conduct form, and have a current Ohio 4-H Health History form on file.
- First year applicants must provide two references.
- If the individual is 18+ year old at least two months prior to camp, the individual must have their background check conducted at own expense.
- 4-H Camp Counselors meet 4-6 times throughout the year. Counselors are expected to notify the Extension Office if an absence is unavoidable.

### Responsibilities:

- Attend required trainings prior to camp. Market and promote 4-H camp
- Serve in a leadership and teaching role to other counselors
- Serve on committees or other groups to plan programs at camp
- Conduct self in an appropriate manner before, during, and after camp while serving as a role model to campers and peers
- Assist staff and other counselors with camp activities; work as a team to implement the activities
- Know and understand all safety guidelines, including emergency procedures, associated with the camp and program areas
- Follow and enforce camp rules
- Assure for safety of campers at all times including in cabins, sessions, and large group activities
- Be aware of child protection regulations and report any child abuse, sexual abuse, or neglect in accordance with university policy
- Identify and respond to camper behavior issues
- Ensure campers' health and hygiene, e.g., brushing teeth, eating meals, taking medication, etc.
- Promote camper participation during camp
- Lead and supervise campers in activities at camp including but not limited to songs, teambuilding challenges, group activities, challenges, etc.
- Teach and lead campers at workshops or during other components at camp (table setting, song leading, etc.)
- Mentor and give guidance to campers to encourage positive youth development and enhancement of life skills



# Counselor Definitions

## CIT: Counselor In Training

The CIT program is a method of giving younger and inexperienced youth the opportunity to gain experience and training before accepting the major responsibility of the junior/senior counselor position. It is also an opportunity for some youth to receive additional guidance while working on personal goals towards becoming a junior or senior counselor. The emphasis is on "learning" and these youth do not have sole supervision of younger campers at any time.

Additional opportunities at camp that will assist in growth and development will be assigned at 4-H Camp. These opportunities include but not limited to:

- Supervise/assist in the dish room
- Assist with dining hall duties (table setters, sweepers, trash, etc)
- Assist with the camp bank
- Assist with specific group sessions as assigned
- Lead songs outside dining hall as campers line up for meals

CITs will....

- Care for campers
  - Learn
  - Watch
  - Observe
  - Step up and do, if you feel comfortable and confident
  - Contribute ideas, suggestions, helpful behaviors
  - Be a positive role model
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## Junior Counselor

Junior Counselors will work cooperatively with Senior Counselors and Adult Volunteers in developing and implementing a quality 4-H Camp where all youth will experience an opportunity to learn through appropriate leadership under the direction of the county 4-H Educator and adult camp staff.

Junior Counselors will...

- Care for campers
  - Keep Learning
  - Observe
  - Help Plan, Help Do, Help Lead
  - Step up and do, if you feel comfortable and confident
  - Make creative and constructive contributions
  - Be a positive role model
  - Be a role model for CITs
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## Senior Counselor

Senior Counselors will work cooperatively with all Counselors and Adult Volunteers in developing and implementing a quality 4-H Camp where all youth will experience an opportunity to learn through appropriate leadership under the direction of the county 4-H Educator and adult camp staff.

- Senior Counselors will ...
- Care for campers
- Keep Learning more
- Observe
- Plan, Do, Lead/Teach
- Take initiative, Step up and do
- Make creative and constructive contributions
- Be a positive role model to campers and all counselors

## Specific Counselor Duties

1. Make sure at least one counselor is in your cabin with your campers at all times campers are present. Campers should not be in cabins unsupervised. This is when idle minds and hands become creative in making their own "fun" with horseplay, put downs, foul language, and physical abuse. Exceptions - changing wet clothes between sessions or by special approval of nurse or other staff.
2. Counselors should know the name of every camper in your cabin the first day. Be able to identify the individual as one of their cabin campers by the second day.
3. Be sure each camper knows the exact location of the first aid station.
4. Look for illness or injury - don't make too much "fuss" about it.
5. Go with the ill or injured campers to the camp nurse no matter how late or how minor. Prompt treatment of "small troubles" will frequently avoid "big ones!"
6. Watch for homesickness and see that campers get active. A camper who participates in the activities is seldom homesick.
7. Go over schedule each morning, noon, and evening to make sure your campers know when and where they are supposed to go.
8. Acquaint "your campers" with camp guidelines, rules, and traditions.
9. Be a worthy example in language, manners, dress, and ethics for your campers to follow.
10. Discourage negative discussions about individual personalities or shortcomings of others.
11. Safety is priority #1 at all times. Be alert to unsafe activities and take action.
12. Encourage consideration for the privacy of others, their equipment, their property, discourage borrowing even with consent.
13. Keep cabin clean and belongings put in proper places. (Suitcases closed, valuables hidden, etc.)
14. Be fair and impartial in dealing with all campers. "Campers who need the most love and attention are often the least lovable."
15. You as the counselor are responsible for all that happens in your cabin. Try to be a friend and a leader. Be firm in your authority and decisions, but try not to be "bossy." Start out pretty strict, it is easier to loosen up later than to tighten up later!
16. Never attempt to manage the behavior of a camper by ridicule or physical punishment.
17. Be sure each camper takes a daily shower, brushes teeth, washes hands before meals, changes clothes.
18. After or just before lights out each night, do a little discussion survey with your campers to find out what they did that day, how they enjoyed it, what they learned, and any problems or suggestions they might have.
19. Enforce "quiet hours" between "lights out" and "rise and shine" and during rest period by example and behavior management.
20. Set good examples by not using profanity or telling off-color jokes and stories. Use behavior management on campers who use abusive, disrespectful language.
21. Report all "incidences" to the 4-H Educator, Dean of Men or Dean of Women. Any incident where a camper had to be disciplined or should have been, where there was a disagreement, where blows were thrown or struck, any incident where a camper suffered significant mental or bodily harm or any other situation where in your judgement "it might be a good idea to tell the director about this" - do it!