



UW-MADISON EXTENSION

**University of Wisconsin
Division of Extension**

Winnebago County

625 E. County Road Y, Suite 600

Oshkosh, WI 54901-8131

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920-232-1967 (fax)

TDD Phone: 711 for WI Relay

**4-H Camp Jr. Director Application Materials
2022 Winnebago County 4-H Summer Camp: June 27th -30th**

Application Due Date: December 3, 2021

Interview Date: December 12, 2021

This packet contains:

- Description of the Jr. Director position
- Jr. Director Application with required questions
- 2 Adult Recommendations that need to be completed by non-relatives (one is a 4-H adult, and one is a non-4-H adult)
- Interview Time Request Sheet

The following items are due from you by December 3, 2021

- Application
- Answers to the application questions
- Interview time request sheet

The two Adult Recommendations should be sent directly to the Extension Office and be received by December 3, 2021. It is helpful to include a pre-addressed, stamped envelope with your recommendation form when giving it to the person writing the recommendation. It is also recommended that you follow up with your references to ensure that they have completed your form and sent it in on time.

When applying to be a Summer 4-H Camp Jr. Director, keep in mind that your commitment is beyond the one week of summer when camp occurs. The Jr. Director position is a **huge** responsibility and requires commitment to attend all planning meetings. You will have an active role in many of the camp trainings as well as during camp activities. Please be sure to read the Jr. Director position description completely and carefully consider the commitment this position will require.

All summer camp Jr. Director applicants must be registered 4-H members in 12th or 13th grade at the time their application is submitted and have at least 2-3 years (realizing there was no camp in 2020) experience as a camp counselor.

We look forward to reviewing your application and planning for an awesome 2022 Summer 4-H Camp!

Dana Berger, Winnebago County 4-H Program Educator

Sarah Thompson, Winnebago County 4-H Youth & Science Educator

2022 4-H Summer Camp Workgroup: Jen Crowley, Jessie Giddings, Sara Kettlewell, Jen Longworth, Jessie Piper, Kelsie Smith

Winnebago County 4-H Camp

4-H Summer Camp Jr. Director Position Description

The Junior Director works closely with the Extension Staff (Camp Coordinators) and Adult Volunteer Advisors to plan camp and trainings. He/She will also assist with developing the overall camp schedule and planning large group activities. **This truly is a huge leadership opportunity for the Junior Director.**

Before Camp

- Be familiar with the camp policies and procedures.
- Be familiar with the jobs of the advisors, counselors and chaperones (camp staff)
- Attend all required trainings.
- Provide input and feedback with planning of training and camp schedules
- Prepare introductions or icebreakers for meetings.
- Assist counselors with questions.
- Review Lesson plans to become familiar with camp activities being offered

During Camp

- Post schedules and assignments.
- Lead camper orientation.
- Lead morning flag raising.
- Make daily announcements and call in / dismiss groups to various activities throughout the day based on schedule.
- Help engage and encourage counselors in their roles as needed.
- Help engage campers in their activities as needed.
- Address camper questions as they arise.
- Visit camper activities throughout the day
- Report back to Extension Staff, Adult Volunteer Advisors or Chaperones any areas of concern or question.
- Make any final announcements for the day.

For all Youth Counselors & Jr. Director, there are the following expectations:

- **All positions are expected to provide a safe, inclusive camp experience**
- **Promote Summer Camp at your 4-H Club and at least one other club through a formal presentation. This can be done individually or in a small group.**
- **There will be a mandatory team building FUNdraiser to assist in camp costs. Date to be determined.**
- **All positions are required to participate in pre- and post-camp activities.**

4-H SUMMER CAMP REFERENCE FORM

(from a 4-H adult reference)



Name of 4-H Member: _____

As part of the process for selecting youth for Winnebago County 4-H Camp Staff, the selection committee is seeking recommendation and information for each candidate. Please provide us your input, to the best of your ability, regarding the following areas:

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Will positively represent the 4-H program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please provide additional comments regarding the above topics as well as this youth leader's ability to work with younger children in the space below or on the back of this page:

Print Your Name: _____

Title: _____

Signature: _____

Date: _____

Phone Number: _____

Email: _____

PLEASE RETURN THIS FORM TO THE ADDRESS BELOW BY DECEMBER 3, 2021

Winnebago County 4-H is a program of the Winnebago County UW-Extension.

THANK YOU!

4-H Camp Committee

625 E County Rd Y, Suite 600

Oshkosh, WI 54901-8131

4-H SUMMER CAMP REFERENCE FORM

(from a non-4-H adult reference)



Name of 4-H Member: _____

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	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unknown</u>
• Leadership qualities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Maturity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Participation in (various activities)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
• Positive attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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THANK YOU!

4-H Camp Committee

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Interview Time Request Sheet

Counselor Name: _____

Interviews will be approximately 20 minutes on **Sunday, December 12, 2021.**

Please cross out any times that you are **not** available. Then number your preferences for interview times with 1 being the best, 2 the next best, and so on.

**Your preferences will be taken into consideration but are not guaranteed.*

Interview Times

___ 1:00 PM ___ 1:30 PM ___ 2:00 PM

___ 2:30 PM ___ 3:00 PM ___ 3:30 PM

If there is an extenuating circumstance preventing you from being available for an interview on December 12, 2021 please indicate below.

****** Return this sheet with your application materials *****

You will be contacted after December 3, 2021 to confirm your scheduled interview time.