Virginia Cooperative Extension

A partnership of Virginia Tech and Virginia State University

VirginiaTech
College of Agriculture and Life Sciences

School of Agriculture
Virginia State University

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Petersburg, VA 23803
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www.ext.vt.edu

MEMORANDUM

TO: Counselors and Counselors-In-Training Applicants

FROM: Sharon F. Mallory, M.Ed.
Extension Agent, 4-H Youth Development
City of Petersburg

DATE: October 13, 2011-March 1, 2012

SUBJECT: Jr. 4-H Summer Camp 2012

Hello Teens:

The Jr. 4-H Summer Camp Week for Petersburg will be **July 30-August 3, 2012.** We will be camping with Surry, Sussex and Norfolk. Limited positions are available to qualified **teen counselors**, ages fifteen to eighteen years old (before January 1, 2012) and qualified **teen counselors-in-training,** ages fourteen to eighteen years old (before January 1, 2012).

Teen counselors and counselors-in-training are expected to be dependable, have good judgment, be energetic, and get along well with others. Teen counselors and counselors-in-training are responsible for the safety and well being of campers in their assigned cabins and activity areas.

Training sessions will be announced. Your attendance is mandatory and you will be required to complete **twenty-four (24)** hours of training sessions in order for you to become a teen leader. If you have hours that you earned in other training, babysitting, community service, 4-H Weekend Camps or anything else that can be used for training hours, please specify on your application in the appropriate place or contact me.

Everyone will need to complete an application, but only new CIT's and new Counselors (those teens who served as CIT's last year or if this will be your second year as a Counselor) will also need to have three (3) reference forms filled out completely and returned to me no later than **March 1, 2012. Applications and reference forms can be found on our website:** https://offices.ext.vt.edu/petersburg/.

This is an opportunity for leadership training and work experience within a recreational setting, that you can put on your resume' when seeking employment or your college applications.

I look forward to hearing from you!

Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. An equal opportunity/affirmative action employer.

Petersburg 4-H Summer Camp 2012

Counselor/Counselor-In-Training Application

(Please Print or Type)

- ❒ **Counselor Application (15-19 years of age)** *must meet age requirements by January 1, 2011*
- ❒ **Counselor-in-Training (CIT) Application** *minimum 14 years of age as of January 1, 2011*

NAME: _____ **DATE**: _____ **AGE**:____ **D.O.B.** _____ /_____ /____
Mo Day Yr

ADDRESS: _____

_____ _____ _____ **PHONE**: (____)_____
(CITY) **(STATE)** **(ZIP CODE)**

SCHOOL NAME:_____ **GRADE IN SCHOOL**: _____

IN CASE OF AN EMERGENCY NOTIFY: _____ **PHONE**: (____) _____

RELATIONSHIP: _____**ADDRESS**: _____

CAMP EXPERIENCE

(List any overnight camps you have attended. Also list any leadership roles you held at any of these camps)

Name of Camp	Leadership Experience	Calendar Year

4-H EXPERIENCE

Give a brief background of your 4-H experiences, especially leadership roles you have held.
(Do not include camp experiences)

_____

_____

_____

EMPLOYMENT EXPERIENCE

DATES	EMPLOYER	POSITION	RESPONSIBILITIES

HAVE YOU EVER BEEN RESPONSIBLE FOR YOUNGER CHILDREN BEFORE? IF YES, IN WHAT CAPACITY? _____

_____

Youth Leadership

(What qualifications do you possess that you feel will make you a great Teen Counselor/CIT for 4-H Camp?)

_____

_____

_____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES_____ NO _____ IF YES, DESCRIBE IN FULL:_____

_____

_____

HAVE YOU EVER BEEN SUSPENDED FROM SCHOOL? YES_____ NO _____ IF YES, DESCRIBE IN FULL:

_____

_____

LIST ANY OTHER SPECIAL TRAINING OR EXPERIENCES (i.e. CPR, First Aid, Babysitting Course, etc.)

_____

_____

ARE YOU INVOLVED IN ANY ACTIVITIES THAT WILL CONFLICT WITH ATTENDING COUNSELOR MEETINGS, TRAINING, OR DAY CAMP? Circle YES or NO, If YES, what is (are) the conflicts?

_____

WHAT SPECIAL TALENTS COULD YOU BRING TO CAMP? (Song-leader, photographer, dancer)

_____

_____

COULD YOU TEACH A CLASS? IF SO, WHAT: _____

_____

REFERENCES:

List three (3) references *other than family members* (people who know you well and can attest to your character and to your ability to work with and supervise youth). Suggested people to ask to be your reference are teachers, coaches, ministers, 4-H Leaders, employers, and/or guidance counselors.

Name	**Address**	**Phone Number**	**Relationship** (teacher, coach, etc.)

4-H MEDIA RELEASE STATEMENT

Virginia Cooperative Extension periodically uses photographs or video or audio footage or testimonials of 4-H members for local, regional, or state publicity or educational purposes. By my signature on this ___media release___ *(Name of form here)* form, I acknowledge receipt of this document and give permission for Virginia Cooperative Extension and Virginia Cooperative Extension-Petersburg Office to use such reproductions for educational and publicity purposes. *(Name of unit or 4-H Center)*

_____ _____
Signature of Counselor/CIT Applicant Date

_____ _____
Signature of Parent/Guardian Date

AGREEMENT /CONSENT

- I have read and understand the 4-H Camp Teen Counselor/CIT Job Description. I understand that all teen applicants must successfully complete a screening selection and training process before being allowed to attend 4-H Camp as a Teen Counselor/CIT. This process includes: (a) submission of a completed application, (b) reference checks (3 references), (c) participation in a face-to-face interview, and (d) completion of a minimum of 24 hours of training.

- If selected as a 4-H Camp Teen Counselor/CIT, I will uphold the camp rules and procedures and abide by the 4-H Code of Conduct during the entire camp week. I will conduct myself as a responsible young adult.

- I hereby certify that all of the entries on this application are true and complete. I understand that any falsification of information herein constitutes cause for dismissal. I also understand that records of criminal background or reference checks may be conducted on me at any time during the application process or during volunteer service to Virginia Cooperative Extension.

_____ _____
Signature of Counselor/CIT Applicant Date

_____ _____
Signature of Parent/Guardian Date

RETURN TO: **Virginia Cooperative Extension-Petersburg**
400 Farmer Street – Suite 218
Petersburg, VA 23803-6367
PHONE: **(804) 733-1880**

Application and Reference Letters are due on or before MARCH 1, 2012 to reserve your space

If you are a person with a disability and desire assistance or accommodation, please notify S. Mallory, Petersburg Extension Office at (804/733-1880/TDD*) during business hours of 8:00 a.m. and 4:30 p.m., five (5) days prior to the event. *TDD number is (800) 828-1120."

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2012

CITY OF PETERSBURG JUNIOR 4-H SUMMER CAMP

COUNSELOR AND COUNSELOR-IN-TRAINING (CIT)

REFERENCE FORM

Reference Name:_____ Phone: (H)_____(C)_____

Address:_____

Applicant's Name: _____

How long have you known this applicant? _____

In what capacity have you known this applicant? _____

_____

_____

_____

_____

PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS

A R E A	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
Emotional Maturity and Judgment			
Leadership Abilities			
Flexibility			
Communication Skills			
Enthusiasm and Energy			
Self-Confidence			
Responsibility			
Respect for Authority			
Respect for Policies and Procedures			
Trustworthiness			

Please offer any additional comments, which might prove to be helpful in the section process of the applicant.

_____

_____

_____

_____

_____

_____

Return To:
Sharon F. Mallory, M.Ed.
Virginia Cooperative Extension – Petersburg Office
400 Farmer Street Suite 218
Petersburg, VA 23803-6367

REFERENCES DUE **on or before March 1, 2012** TO RESERVE YOUR SPACE