**Delaware State 4-H Camp**

**Counselor Job Description**

# Qualifications

1. Must be 18 years of age or older and a High School graduate.
2. Must complete the 4-H volunteer background screening upon acceptance as a counselor. Recognize that employment will be terminated if you fail the background check.
3. Demonstrate a desire and ability to work with youth in an outdoor and group-living situation.
4. Ability to communicate effectively with supervisors, peers, and youth, and to work as a member of a team to provide positive educational experiences for campers.
5. Should exhibit enthusiasm, patience, self control, adaptability, and a sense of humor.
6. Must have knowledge of 4-H camp traditions and procedures or experience as a counselor at another camp-type setting.

# Major Duties and Responsibilities

1. Provide a safe and secure environment where all youth are encouraged to learn and develop positive leadership, life and social skills.
2. Serve as a positive role model for youth by upholding all rules and regulations stated in the Delaware 4-H code of conduct, including but not limited to the use of proper language and acting in a moral and ethically-responsible manner.
3. Have a “Camper First” attitude focusing on completing responsibilities first and having fun second. Remember camp is for the campers!
4. Plan two different classes and implement them during the week(s) of camp employment.
5. Prepare and provide a syllabus outlining each day’s task to be completed for both classes and all necessary materials by the end of Counselor Training.
6. Respect and affirm decisions made by 4-H staff members regarding camper disciplinary and safety issues.
7. Set an example for all campers in areas of punctuality, hygiene and appearance, camp duties, sportsmanship, and table manners.
8. Attend all pre-camp trainings and meetings. While in camp attend and arrive on time to all meetings.
9. Take full responsibility for all camp duties including class preparation and clean-up, cabin duties, and any other special assignments (i.e. mail call, song leader, etc.).
10. Complete incident reports as issues occur and complete a follow-up within 24 hours of the event.
11. Observe and obey all emergency procedures as stated in the Delaware 4-H State Camp Staff Training Manual.
12. Follow camp rules pertaining to the restricted use of tobacco, drugs, alcohol, weapons, and medications.
13. Encourage respect for all camp equipment, facilities, and personal property.
14. All items needed for camp shall be unpacked from vehicle, and vehicle parked in the designated parking lot by 6 p.m. on Sunday night.
15. Turn in all medications, cell phones, keys, etc., to 4-H staff by 9:00 a.m. on Monday morning.
16. Remain in cabin from 30 minutes after lights out until 6:30 a.m. the following morning. Counselors may leave their cabins for 30 minutes each evening after all campers are settled and the cabin is quiet. If cabin is not quiet within the 30 minutes, the counselor will not have the privilege to leave. The dining hall, rec hall, and bath house are accessible to counselors at this time. Any phone calls or showers must be completed in this time. The only exception will be if additional time is granted to the Counselors by the “One Voice”.

By signing below I agree to all of the terms and conditions stated above and I agree that I will attend staff training once the date is set in late spring. I agree that I will arrive and be unpacked at camp on **June 11 by 6 p.m.** for first week, and by **6:00 p.m. on June 18,** for second week. I also agree to remain at camp on **June 17 and/or 24 UNTIL CAMP IS CLEAN** and I will plan on leaving no earlier than 12:00 p.m.

I also understand that by signing below that any violation of the above items could result in the termination of my employment as a Delaware 4-H counselor.

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Signature Date