January 2, 2019

Dear 4-H’er:

I know it is hard to believe, but it is time to start thinking about the **2019 Delaware 4-H State Camp**. You have been identified as a potential State 4-H Camp Counselor, and we hope you will consider applying. Many of you served on last year’s staff and we received many positive comments from 4-H’ers, families and volunteer leaders about our 2018 State 4-H Camp. Thank you to those of you that were counselors and campers for a job well done.

If you are interested in applying to be a counselor, your **completed application** must be received no later than **Friday, February 1, 2019**. Send your application to:

Kaitlin Klair
New Castle County Extension Office
461 Wyoming Road
Newark, DE 19716

Please take care to submit your application in a timely manner. First year applicants are required to have an interview with 4-H staff. Interviews will take place in February. You will be contacted about setting up a phone interview once your application has been received.

As a potential state camp counselor, please review and be aware of the following pertinent information/requirements regarding this position:

- **A complete application consists of the following:**
  - Cover Letter
  - Application Form
  - Health Form
  - Code of Conduct
  - Signed Job Description
  - At least one Reference Letter for first-year counselors only

- You must be at least 18 years old and high school graduate to be considered for a position as a counselor, preferably between the ages of 18 and 23.

- You must successfully complete and pass a background screening once offered a counselor position. Not completing or failing the background screening will result in employment termination.

- State 4-H Camp will be held the weeks of June 10-15, and June 17-22, 2019.
- You will need to plan to arrive at camp on June 9 by 6:00 p.m. for first week, and by 6:00 p.m. on June 16 for second week to get your cabins set-up and take care of any camp duties. Please plan to leave no earlier than 1:00 p.m. on the June 15 and 22. All counselors are required to stay until camp is clean!

- It will be necessary for you to have an email address. If you do not have one, please set one up. All communication will be via email.

- Counselor training will be conducted in late spring at Camp Barnes. It is critical that you attend training. If you are not able to attend training you will not be able to serve on this year’s staff. A date will be set and sent to you once counselor selections are complete.

- A State Camp Counselor Job Description is enclosed for review.

- Counselor honorariums are:
  
  1st year - $175.00/week  
  2nd year - $185.00/week  
  3rd year - $195.00/week  
  4th year - $205.00/week  
  5th year - $215.00/week

If you have any questions, please contact Ernie at 302-856-2585 and elopez@udel.edu or Kaitlin at 302-831-0203 and kklair@udel.edu. We look forward to hearing from you soon.

Remember that your application is due February 1, 2019, and no late or incomplete applications will be accepted! We sincerely hope you will decide to apply to join our 2019 Delaware 4-H State Camp staff.

Yours in 4-H,

Brigid Wolfgang  
One Voice  
Kaitlin Klair  
Program Coordinator  
4-H Youth Development

Dr. Ernie Lopez  
Extension Specialist  
4-H Volunteer Development

2 Enclosures:  
1. Counselor Application  
2. Counselor Job Description