



Virginia Cooperative Extension  
Norfolk Office  
830 Southampton Ave. STE 2069  
Norfolk, Virginia 23510  
757-683-2816 Fax: 757-683-2300  
<http://offices.ext.vt.edu/norfolk>

Dear Teens:

A limited number of Teen Counselor (**15-18 years old**) and Counselor-In-Training (CIT) (turning 14 before October 1, 2019) positions are available to qualified teens and older for the camping week of July 8-12, 2019 at Airfield 4-H Center.

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

**In order to be a Teen Counselor or CIT, you must follow the following procedures:**

- ❖ Complete and return the enclosed application form by **April 1, 2019**.
- ❖ Interview for the counselor/CIT position. The interviews will be conducted at the VCE office. Once your application/references have been received, an interview date will be set up with you.
- ❖ Attend the mandatory Counselor and CIT Training event that is scheduled for **late June** (the specific date will be announced during the May interviews) at the 4-H Center. Because of the risk management information covered at this training, your attendance at this session is a requirement in order for you to become a Teen Counselor or CIT.
- ❖ Must earn 24 leadership and community service training hours including camp risk management. Several of you have already begun accumulating your training hours.  
**One excellent training opportunity is the district teen and adult volunteer leader training**

This is an opportunity for leadership training and work experience within a recreational setting. **Remember, the deadline for your application is April 1, 2019.** Since we have several teens interested in this opportunity, you do not want to be late in returning any of these completed necessary forms, as a ***lack of responsibility may prohibit you from serving as a CIT or Counselor.*** I look forward to hearing from you soon.

Sincerely,

Theran Teach  
Associate Extension Agent, 4-H Youth Development  
Virginia Cooperative Extension, Norfolk/Portsmouth



# Norfolk/Portsmouth 4-H Camp Teen Counselor/CIT Application



Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Number \_\_\_\_\_  
Age \_\_\_\_\_ Birth Date \_\_\_\_\_ Gender \_\_\_\_\_  
Parents/Guardians \_\_\_\_\_  
Parents/Guardians' Day Time Phone \_\_\_\_\_  
School currently attend \_\_\_\_\_

Have you served as a Counselor or Counselor in Training at 4-H Camp? If yes, when and where?

\_\_\_\_\_

## 4-H Experience (not camping)

Give a brief background of your 4-H experiences, especially leadership roles you have held (day camps, Recognition Night, school 4-H programs, etc.). Do not include camp experience in this section.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 4-H Camp Experience

(List any overnight 4-H camps you have attended. Also list any leadership roles you held at any of these camps.)

Name of Camp	Leadership Experience	Calendar Year

What experience do you have working with and/or providing leadership for children ages 9 - 13?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to be considered for a leadership position (for instance: Big Leader, Class Instructor)?  
\_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, tell why and list your qualifications.)

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Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, describe.)

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Have you ever been suspended from school? \_\_\_\_\_ Yes \_\_\_\_\_ No (If yes, describe.)

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### 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 could include teachers, coaches, pastors, 4-H leaders, employers, and/or guidance counselors. (Two of these three (3) people can be those you choose to complete your written reference forms.)

Name	Address (snail mail)	Phone Number	Relationship (teacher, coach, pastor, etc.)

### Agreement/Consent

- ✿ I have read and understand the 4-H Camp Counselor 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 (2 written references), (c) participation in a face-to-face or telephone interview, and (d) completion of a minimum of 24 hours of leadership training.
- ✿ If selected as a 4-H Camp Teen Counselor, I will uphold the camp rules and procedures and abide by the 4-H Code-of-Conduct, and the Standards of Behavior 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 and 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.
- ✿ I understand that Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

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Printed Teen Name

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Teen Signature

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Date

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Printed Parent/Guardian Name

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Parent/Guardian Signature

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Date

# NORFOLK/PORTSMOUTH 4-H CAMP TEEN COUNSELOR REFERENCE FORM



To Whom It May Concern:

Thank you for serving as a reference for a teenager who is applying for a Teen Counselor or CIT Position with the Surry County 4-H Program this summer. At 4-H Camp, Teen Counselors will supervise small (five to 9 campers) groups of youth age 9 -13 in the cabins/lodges at night, help with camp classes, possibly teach camp classes, work with campers in larger groups during the day (20-40 campers), help other teens, work with evening programs and recreational activities and more. *They have quite a big responsibility!* It is important that we get quality teens to work with our 4-H youth. Thank you for your time! This form will be kept confidential. If you have any questions you can call me at (757) 683-2818.

Please complete both sides of the form and return this reference by **April 1, 2019** to:

**Theran Teach, Associate Extension Agent, 4-H Youth Development**  
**830 Southampton Ave., STE 2069, Norfolk, VA 23510**

Reference Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ How long have you known the applicant? \_\_\_\_\_

In what capacity have you known the applicant? \_\_\_\_\_

Can you tell me how this teen works as a member of a team? \_\_\_\_\_

What strengths do you believe this teen has for this role as a Teen Counselor? \_\_\_\_\_

Would you be willing to let this teen work with your child? \_\_\_\_\_ Yes \_\_\_\_\_ No

Would you recommend this teen to serve as a 4-H Camp Teen Counselor working with children in a supervisory capacity? \_\_\_\_\_ Yes \_\_\_\_\_ No

Other comments or information you think we need to know: \_\_\_\_\_

I hereby certify that all of the entries on this application are true and complete.

Signature of Reference

Date

Please check (✓) the following questions indicating how you feel the applicant would meet the criteria for 4-H Camp Teen Counselor/CIT. Then, indicate whether this is your “**Opinion**” from **general knowledge** of the applicant or **first-hand “Knowledge” if you have actually worked with the applicant** in a situation where he/she displayed these specific characteristics.

**E = Excellent; G = Good; F = Fair; P = Poor**

	E	G	F	P	Opinion	Knowledge
<b>Working with Others</b>						
A. Young children ages 9 – 13						
B. Peers						
C. Adults						
D. Fairness with others						
E. See things from other viewpoints						
<b>Leadership Skills</b>						
A. Guides others						
B. Plans and organizes						
C. Manages time efficiently						
D. Delegates responsibility						
E. Motivates others						
F. Has initiative to do things without being told						
G. Ability to work with homesick campers						
<b>Responsibility</b>						
A. Will obey rules						
B. Concern for camper safety						
C. Concern for camper welfare						
D. Maturity in handling problems						
E. Sound judgment						
F. Responsible for all duties including night supervision						
G. Observe and follow through with all duties, assignments, and responsibilities						
<b>Communicating</b>						
A. Teaching skills						
B. Good listener						
C. Patient, helpful and courteous						
D. Team player, takes part with group						
E. Ability to give clear instructions						
F. Understanding and thoughtful						
G. Ability to express self						
H. Ability to ask for help when needed						
<b>Personal Skill and Concept</b>						
A. Self-confidence						
B. Enthusiastic						
C. Good role model						
D. Positive attitude						
E. Restrain from alcohol/drug use						
F. Restrain from use of profanity						

## NORFOLK/PORTSMOUTH 4-H CAMP TEEN COUNSELOR REFERENCE FORM



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