



# PREBLE SWCD CONSERVATION DAY CAMP

January 23, 2020

Dear High School and College Students,

Would you like to serve as a camp counselor for the 2019 Preble County Conservation Day Camp on June 22-26? Our fifth annual Conservation Day Camp is approaching, and we need some great high school and college students to serve as camp counselors! Serving as a Conservation Day Camp Counselor is a great opportunity to develop leadership, responsibility, and teamwork skills. In addition, it is a great way to build your leadership portfolio for future goals such as 4-H Camp Counselor, Junior Fair Board member, and applications for college, scholarships, and jobs.

**This year's Conservation Day Camp will be held June 22-26 from 9 am-2:30 pm each day at the Preble County Historical Farm, 7693 Swartzel Rd., Eaton.**

As the organizers of Conservation Day Camp, we look for individuals who enjoy working with children, are good role models, and have a positive and willing attitude. Applicants must be current 9th through 12th graders or college students.

Enclosed you will find a Camp Counselor Application and Responsibilities Form. Please read the information carefully, and if you agree to uphold these responsibilities, complete the enclosed information and return to the address below.

**Return to: Preble Soil & Water Conservation District,  
Attn: Kate Sills, 1651 N. Barron St., Eaton, OH 45320  
By April 17!**

**A mandatory counselor training session will be held on Monday, June 16th from 5 p.m. to 6:30 p.m. at the Preble County Historical Farm**, so please mark your calendars. You must attend the training session to be a counselor. If exceptional circumstances prevent you from attending, you will need to contact me to schedule a make-up date.

If you have questions please contact Kate at 937-456-5159 or [katesills@prebleswcd.org](mailto:katesills@prebleswcd.org).

Sincerely,

**Kate Sills, BJ Price, and Jason Chappel**

Preble Soil and Water Conservation District Staff

**\*\*\* Application due April 17 \*\*\***



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## Counselor/Volunteer Job Description

**Position Title:** Conservation Day Camp Counselor  
**Time Required:** 5 days in June and 1 training session prior to camp  
**Location:** Preble County Historical Farm, 7693 Swartsel Rd., Eaton

### General Responsibilities

- Assist in conducting age appropriate, educational, camping programs for youth.
- Provide a safe and positive environment for youth development at Conservation Day Camp.
- Serve as a liaison between camp personnel, campers, and other volunteers.
- As counselor, assume responsibility for your group.
- Serve as a good role model for campers.
- Be directly responsible to the camp directors and perform duties as requested.
- Work cooperatively with all camp personnel, volunteers, and counselors.
- Know camp rules, abide by them, and enforce them with everyone at camp, regardless of whether they are a member of your group or not.
- Recognize that you are at camp primarily for the campers' benefit and only secondarily for your own development and enjoyment.
- Arrive on time and with the proper materials for assigned responsibilities.
- Exercise good judgment in assuming responsibility for and working with youth.

### **For questions, contact:**

Kate Sills, Outreach Coordinator  
Preble Soil and Water Conservation District  
1651 N. Barron St., Eaton, OH 45320  
[katesills@prebleswcd.org](mailto:katesills@prebleswcd.org)  
(937) 456-5159

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## Counselor/Counselor-in-Training Responsibilities

### COUNSELOR DUTIES:

I, as a Conservation Day Camp counselor, will be expected to:

1. Attend a counselor training meeting to prepare for camp.
2. Be a responsible counselor...
  - a. Be with my campers at ALL TIMES.
  - b. Get to know each of the campers in my group personally and by name.
  - c. Have all campers, including myself, check in medications with the nurse.
  - d. Make sure that all of my campers are familiar with the camp site, rules, and daily schedule.
  - e. Help campers take care of personal possessions.
  - f. Check for illness or injury, but don't make a "fuss" about minor issues.
  - g. Set a good example by not using profanity or telling off color jokes and stories.
  - h. Not have tobacco, alcohol or illegal drugs in my possession, or use these substances during camp or while I am participating in the counselor training program.
  - i. Never punish a camper by ridicule or physical punishment – patience and understanding works wonders.
  - j. Urge safety at all times. Take time to explain how and why to do something safely.
  - k. See that all campers are involved in all activities. Make sure no one is excluded.
  - l. Facilitate a feeling of togetherness within your group. Address any issues which might create divisiveness.
  - m. Make sure all campers understand they are responsible for their own behavior.
  - n. Be sure that all campers know that they must remain on the camp grounds at all times.
  - o. Remember that the camp rules apply to me as well as the campers. I am setting an example that my campers will follow.
  - p. Be flexible. Plans might change and weather is unpredictable.

### SPECIFIC RESPONSIBILITIES:

I, as a Conservation Day Camp counselor, will be expected to:

1. Arrive at 8:00 a.m. on the first day of camp and 8:15 on the remaining 4 days and stay each day until 3:00 p.m.
2. If a program ends early and there is free time ALWAYS keep the campers busy with games or activities.
3. Always keep your group together and do a head count before the start of each program.

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4. KNOW THE SCHEDULE...make sure you lead your group to each program at the proper times.
5. Always have respect for the program presenters by providing help when needed, quieting the group before starting, and helping with clean-up.
6. DO NOT talk with other counselors during programs.
7. Make sure your entire group makes it through the lunch line.
8. Make sure everyone cleans up his/her trash after lunch.
9. Participate in activities yourself with great enthusiasm!
10. Bring your group to the closing area and help with dismissal each day.

## **DISCIPLINE POLICY:**

1. You will be responsible for handling campers talking, interruptions, rudeness, horse play, etc.
2. Every time a camper is corrected that is one "strike".
3. After the third strike the camper is to be brought to one of the Camp Staff (Kate, BJ, or Jason) and they keep them for 30 minutes.
4. If they are brought to the camp staff for a second time they sit out for 30 minutes again and his/her parents are called. The third time a camper is brought to the Camp Staff he/she will be sent home.
5. In the case of any major problems such as profanity, endangering others, sexual harassment, etc. the camper will be automatically taken to the Camp Staff for the 30 minute sit out.
6. Counselors are to set the example...campers look to you for leadership!

## Weather Policy:

1. A "runner" will be sent to each program if bad weather is approaching.
2. Bring your group to the assigned area IMMEDIATELY but calmly!
3. Try not to rush the campers and cause panic. Bring them to the assigned area in an orderly fashion.

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By signing below, I acknowledge that I have read and agree to abide by the above responsibilities as a CDC camp counselor. I understand and agree that I will be asked to call my parent/guardian immediately to pick me up if I do not conduct myself in a responsible manner, which includes being where I am not supposed to be without permission and the possession or use of tobacco, alcohol, illegal drugs or fireworks.

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

## Counselor/Counselor-in-Training Application

1. All applicants must be completing the 9th through 12th grades or enrolled in college.
2. Applicants **MUST** commit to attending all 5 days of camp unless an emergency arises.
3. Camp details will be mailed to accepted counselors in late May.
4. Please return completed application to: Kate Sills, Preble Soil & Water Conservation District, 1651 N. Barron St., Eaton, OH 45320 (937)456-5159

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ GRADE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ T-SHIRT SIZE: \_\_\_\_\_

PHONE (please list number where you can receive texts): \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SCHOOL OR COLLEGE ATTENDED: \_\_\_\_\_

**In case of emergency, contact:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Have you ever served as a camp counselor? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, for what camp? \_\_\_\_\_

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I understand that if selected to serve as a counselor for Preble County Conservation Day Camp, I will be expected to follow the rules and responsibilities given to me. I also recognize the commitment and responsibility involved with being a Conservation Day Camp Counselor, and I believe I am able to accept the challenge. My status as a Preble County Conservation Day Camp Counselor may be terminated by either party at any time for failure to abide by these or other policies and procedures.

\_\_\_\_\_  
**Signature of the Applicant**

\_\_\_\_\_  
**Date**

My child has my permission to apply to be a Conservation Day Camp Counselor for Preble County. I realize the responsibility the position holds. I feel my child can accept the commitment and follow through with all assigned tasks and duties.

\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Please answer the following questions:**

1. Why are you interested in serving as a camp counselor?

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

2. What previous experience do you have working with youth? (i.e. Sunday School helper, mentoring program, etc.)

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



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3. What activities have you been involved in through 4-H, FFA, Scouts or similar groups (if applicable)?

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4. What are some of your school, church and community activities not listed above?

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5. Please list the names of two references we may contact regarding your character and leadership abilities. These may include club advisors, teachers, youth group leaders, etc. Please do not list friends or family members.

Name	Relationship	Phone Number
_____	_____	_____
_____	_____	_____