



Junior 4-H Camp Staff Application Packet



Airfield 4-H Educational Center

15189 Airfield Road
Wakefield, VA 23888
757-899-4901 (ph)
757-899-6611 (fax)
www.airfield4h.ext.vt.edu
www.AirfieldConference.com

Dear Potential Staff Member:

Thank you for your interest in a summer staff position with the Airfield 4-H Educational Conference Center. In December 1977, Union Camp Corporation donated 211 acres of forest land in Sussex County to 4-H for use on the site of the Southeast 4-H Educational Center, informally known as Airfield 4-H Center. The center opened in 1981 as a year-round educational facility for youth and adults. Airfield serves youth of 4-H age in the Tidewater service area of 15 counties and cities and traditionally has nine weeks of summer camping. We stress the 4-H philosophy of "Learn-By-Doing" in all 4-H Center programs, which means that participants learn by becoming actively involved in an activity. In order to meet the needs of the thousands of youth we serve each year we hire about fifteen (15) college-aged summer staff.

Typically, summer staff has completed at least one year of college and have work and/or volunteer experience in 4-H, camp, teaching, and/or other youth programming. (Previous experience in 4-H is not required.) Regardless of your previous work and/or volunteer experience, successful employment at the 4-H Center requires certain personal attributes, including, but not limited to:

Friendliness/Open Mindedness
Creativity
Interest in teaching and learning
Positive Attitude
Integrity

Patience
Enthusiasm
Flexibility
Desire to work with children
Willingness to have FUN!

We believe that 4-H Center programs and services give us the opportunity to positively impact our community. For that reason, we consider a positive attitude and the ability to be friendly and caring toward youth and adults to be as important as previous education, training, or certification. (For some positions, the 4-H Center may assist applicants in identifying ways to become trained and/or certified.)

What are the benefits of working at the Airfield 4-H Educational Conference Center?

- Weekly Salary
- Lodging
- Meals (all food is provided Monday breakfast through Friday lunch with occasional weekends)
- Shirts (staff t-shirts and polo's are provided at no charge)
- Weekends Off (with the exception of 1-2 weekends)
- Training (5 days of paid staff training)
- Staff lounge, TV/VCR, wireless internet, and select program equipment with prior approval.

We have full-time seasonal positions available from mid-May to mid-August. Part-time positions, internships, and volunteer opportunities may also be available. If you are interested in a position at the Airfield 4-H Educational Conference Center, please send a cover letter and completed application to:

Airfield 4-H Educational Conference Center
Attention: Program Director
15189 Airfield Road
Wakefield, VA 23888

If you have any questions regarding summer staff employment please contact the 4-H Program Department at 757-899-4901.



Employment Application
Southeast 4-H Educational Center, Inc.

15189 Airfield Rd.
 Wakefield, VA 23888
 757-899-4901

Last Name	First	Middle	Date

Permanent (Home) Address	Home Telephone ()
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City, State, Zip Code	Cellular Telephone ()
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School Address (if applicable)	E-Mail Address
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City, State, Zip Code	Best Way to Contact You: Home Cell E-Mail
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Position Desired: <input type="checkbox"/> Center Staff – Please list which Department(s) you are interested in applying for: _____ <input type="checkbox"/> *4-H Summer Camp Staff	Pay Expected:
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Apart from absence for religious observance, are you available for full-time work? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, what hours can you work? _____	Will you work overtime if asked? Yes <input type="checkbox"/> No <input type="checkbox"/>
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Are you currently authorized to work in the United States on a full-time basis for any employers?	Will you be able to work weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No
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School	Name & Location	Course of Study	No. of years completed	Did You Graduate?	Degree or Diploma
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	

***If applying for a 4-H Summer Camp Staff or other 4-H Position, please complete the 4-H Specific sections of this application found on page 3.**

4-H APPLICANTS – SPECIFIC INFORMATION

SKILLS AND INTERESTS

Position Desired: <input type="checkbox"/> 4-H Camp Instructional Staff Member <input type="checkbox"/> Camp Medic/EMT (please list relevant training/certifications) <input type="checkbox"/> Administrative Assistant to the Program Director <input type="checkbox"/> Pool Manager (please list relevant experience/training/certification) <input type="checkbox"/> Lifeguard/Swim Instructor (please list relevant training/certifications)	Dates Available to Work: Start: _____ End: _____
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Skills Rating: Please list your knowledge and skills in the following areas using the following values: 0= No Interest; 1= No Experience; 2= Some Knowledge; 3= Can Assist in Structured Activity; 4= Can Instruct Activity

<input type="checkbox"/>	Group Games	<input type="checkbox"/>	Song Leadership	<input type="checkbox"/>	Swimming
<input type="checkbox"/>	Ropes/Initiatives	<input type="checkbox"/>	Recreational Sports	<input type="checkbox"/>	Performing Arts
<input type="checkbox"/>	Leather Craft	<input type="checkbox"/>	Arts & Crafts	<input type="checkbox"/>	Outdoor Living Skills
<input type="checkbox"/>	Campfire Programs	<input type="checkbox"/>	Computer/Software	<input type="checkbox"/>	Retail-ordering/accounting
<input type="checkbox"/>	Marine Science	<input type="checkbox"/>	Leadership Development	<input type="checkbox"/>	Shooting Sports
<input type="checkbox"/>	Supervisory Skills	<input type="checkbox"/>	Dance	<input type="checkbox"/>	First Aid/CPR

Instructor Position(s) Desired: Please priority rank the top four instructional areas that you are most interested in applying for with 1 being your first choice, followed by 2, 3, and 4.

<input type="checkbox"/> Shotgun Instructor	<input type="checkbox"/> Leather Crafts Instructor	<input type="checkbox"/> CIT Prep Instructor	<input type="checkbox"/> Canoeing Instructor
<input type="checkbox"/> Archery Instructor	<input type="checkbox"/> CSI Instructor	<input type="checkbox"/> Animal Science Instructor	<input type="checkbox"/> Marine Science
<input type="checkbox"/> Rifle Instructor	<input type="checkbox"/> Performing Arts	<input type="checkbox"/> Swim Instructor	<input type="checkbox"/> Robotics Instructor
<input type="checkbox"/> Low Ropes Instructor	<input type="checkbox"/> High Ropes Instructor	<input type="checkbox"/> Cooking Instructor	<input type="checkbox"/> Multimedia Instructor
<input type="checkbox"/> Camp Medic	<input type="checkbox"/> Administrative Assistant	<input type="checkbox"/> Pool Manager	<input type="checkbox"/> Senior Lifeguard

REFERENCES

Please have 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) fill out the enclosed form entitled “4-H Camp Staff Reference Form.” **Returning staff members do not have to complete the reference check.** A few things to remember:

- Give your reference plenty of time to fill out the form. Don’t wait to the last minute!
- Provide your reference with an envelope so that the form may be kept confidential.
- Please have your reference return the confidential reference form directly to the Program Director. Reference forms are due on or before **November 20, 2016**
- Applications missing reference forms are consider incomplete.

4-H APPLICANTS – SPECIFIC INFORMATION

Personal Reflections: Please answer each question in complete sentences. You may attach a separate sheet if necessary.

Write a brief biographical sketch, including why you are applying to work at camp. Please include any specialized training in camping or experience/training in other fields which might have a bearing on the position for which you are applying.

What contributions do you think you would make if on staff at the Airfield 4-H Educational Conference Center?

What benefits do you think a child could gain from camp?

Is there anything else you would like us to know when considering your application?

Voluntary Disclosure Statements

1. Please provide a list of previous residences for the last five years *(include college and home residences)*:

2. Have you ever been convicted of any crime relating to any manner with children and/or your conduct with them?
_____ Yes _____ No If yes, please explain: _____

3. Have you ever been convicted of any crime including, but not limited to sexual or physical abuse of a child, and/or any crime similar in any manner? _____ Yes _____ No If yes, please check appropriate response and explain: _____

4. Have you ever been adjudged liable for civil penalties or damages involving sexual or physical abuse of children?
_____ Yes _____ No If yes, please explain: _____

5. Are you now or have you ever been subject to any court order involving sexual or physical abuse of a minor, including, but not limited to domestic order or protection? _____ Yes _____ No If yes, please explain: _____

6. Have your parental rights ever been terminated for reasons involving sexual or physical abuse of children?
_____ Yes _____ No If yes, please explain: _____

Are you a citizen of the U.S.? _____ Yes _____ No

If "NO", do you have the legal right to work in the United States? _____ Yes _____ No

(All new employees are required to provide documents establishing their identity and eligibility to work in the United States.)

Have you ever been fired or asked to resign from a job? _____ Yes _____ No

Have you ever, as an adult, been convicted of either a misdemeanor or a felony? _____ Yes _____ No

(If the answer to either of the two prior questions is "YES", please use additional pages to specify details, date of conviction, name of court, nature of offense and disposition; or explain the separation from your job.)

Certification

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date: _____

Signature: _____

DEADLINE: Applications are due on or before **November 20, 2016**. Applications received after the November 20th deadline will be considered on an as needed basis.

Please review this checklist ✓ before you mail your application:

- Include a **cover letter** that describes (briefly) your interest in working at the Airfield 4-H Educational Conference Center. This would include your interest in a Junior 4-H Camp Summer Staff Position, a part-time position, volunteer position, or an internship. Qualified applicants will be contacted by phone to set up an interview.
- Complete all the pages of the **application packet**.
- Don't forget to **sign** the completed application packet.
- Please have 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) fill out the enclosed form entitled "4-H Camp Staff Reference Form" and submit the forms with your application. Applications with incomplete or incorrect reference information will not be considered. **Returning staff members do not have to provide references.**
- Specify the **position(s)** that you are applying. If you do not have a specific interest in any particular program area, but you feel that you would be qualified for a summer staff position, please state that in your cover letter.
- Ensure the application is legible and complete. Incomplete applications will not be considered. This includes applications without a cover letter, incomplete contact information, missing reference forms, and/or applications that have not been signed by the applicant.**
- Mail your completed application and cover letter to (do not include pages 1-2 or this page):

**Airfield 4-H Educational Conference Center
Attention: Program Director
15189 Airfield Road
Wakefield, VA 23888**

Questions? Please feel free to contact:
The 4-H Department at 757-899-4901