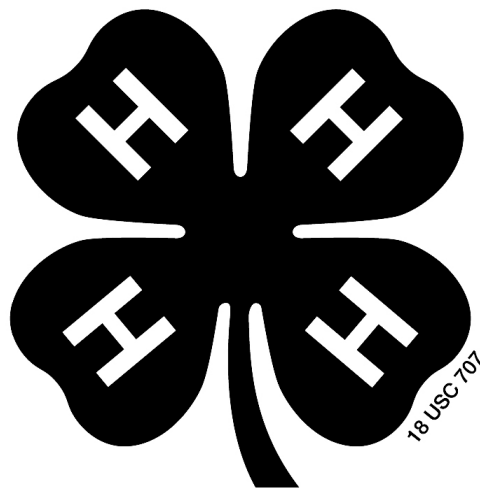


Holiday Lake 4-H Educational Center Summer Camp Staff / Internship



Application Packet



Dear Potential Staff Member:

Thank you for your interest in employment with Holiday Lake 4-H Educational Center. The 4-H Center, which sits on 174 acres inside the Appomattox/Buckingham State Forest, has offered Junior 4-H Camp for more than 70 years. We incorporate 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. The 4-H Center is a large facility with an average weekly Junior 4-H Camping program population of approximately 220+ youth and 35+ Adult and Teen Volunteer Leaders.

What do we expect from our summer camp program staff members? A typical 4-H Center summer camp program staff member has completed at least one year of college and has work and/or volunteer experience with 4-H, teaching, and/or youth programming. (Previous experience in 4-H is preferred but not required.) Regardless of your previous work and/or volunteer experience, successful employment at the 4-H Center requires certain personal attributes, including:

Friendliness / Open Mindedness
Patience
Creativity
Enthusiasm
Interest in teaching and learning
Positive Attitude
Flexibility

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 most positions, the 4-H Center can/will provide training or assist applicants in identifying ways to become trained and/or certified.)

What are the benefits of being a summer camp program staff member at Holiday Lake 4-H Educational Center?

Weekly salary
(Starting at \$215 for 1st year staff members; \$240 for EMT, Staff Coordinator and Waterfront Director)
Lodging (semi-private room)
Meals (all food is provided from Monday breakfast through Friday lunch)
Staff Shirt
Weekends off
Additional weekend employment opportunities
Training (approximately 15 days of staff training)
Lifeguard Certification for qualified applicants (*Typical course cost of \$250*)
Weekend lodging and access to the 4-H Center pool
Valuable hands-on work/internship experience
Memories to last a lifetime!

If you are interested in a position at Holiday Lake 4-H Educational Center, please complete the enclosed application and return to: **Program Director, Holiday Lake 4-H Educational Center, 1267 4-H Camp Road, Appomattox, Virginia 24522.** Volunteer opportunities may also be available. If you have any questions regarding 4-H Center program employment, please call me at (434) 248-5444 or e-mail heathern@vt.edu

Sincerely,

Heather Christian
Program Director

Summer Program Staff (Junior 4-H Camp)

The 4-H Center employs approximately 12 full-time seasonal program staff to conduct Junior 4-H Camp. Typically, 4-H Center summer staff are 18 or older and have previous work and/or volunteer experience working with camp programs, 4-H, teaching, or recreation programs. In some areas, previous training and/or certification may be required (i.e. Camp EMT, High Ropes, etc.).

The 4-H Center offers different options in employment. Summer camp is usually 12 weeks in duration with one week of state training and one week of on-site 4-H Center training. See the listing below for available positions, brief descriptions and their requirements. Review of applications will begin November 1 with interviews taking place in December and January or until all positions are filled.

Summer Camp Staff Positions

- **Camp Staff Coordinator** – Assist the Program Director with the implementation of the camp program. Direct supervision of other program staff, teach CIT class, and assist with other camp duties as assigned. Act as liaison between staff and Camp Director in the absence of the Program Director, coordinate and facilitate programs, serve as a leader and role model for all camp participants including staff and campers, managing the camp store including stocking, inventory, and ordering merchandise. At least 1 year camp experience required. Required Skills: strong leadership skills, decision-maker, flexibility in working with others, strong work ethic. 15 week appointment.
- **High Ropes/Climbing Director** – Conduct high ropes and climbing activities. Must have experience working with ropes course, knowledge of harnesses and knots. Responsible for safety, planning, and equipment. Will assist with overall delivery of camp program. 12 week appointment.
- **High Ropes Instructor** - teach ropes classes, care/ maintenance of equipment and ropes courses, plan and facilitate other programs with other staff, other camp duties. Ropes course experience and training preferred. 12 week appointment available.
- **Low Ropes Instructor** – Conduct Low Ropes course activities, along with games and initiatives. Responsible for safety, planning, and equipment. Will assist with overall delivery of camp program. Some experience with ropes desired but not required. 12 week appointment available.
- **Archery Instructor** – Responsible for teaching safety, basic archery skills, and care of equipment. Will assist with overall delivery of camp program. Experience required. 12 week appointment available.
- **Rifle Instructor** – Responsible for teaching safety, basic shooting skills using .22 caliber rifles. Maintenance and upkeep of equipment. Will assist with overall delivery of camp program. Experience required. 12 week appointment available.
- **Waterfront Director** - supervision and scheduling of waterfront staff in development and conducting of all waterfront activities including swimming classes, community swimming program, recreational swimming, and canoeing classes and trips, maintenance and upkeep of the pool and bathhouse, water quality, and pool sanitation. Prefer WSI certification and current lifeguard certification. Will assist with overall delivery of camp program. Must be Lifeguard certified or able to complete Lifeguard certification course offered during the staff training period. 12 week appointment available.
- **Swimming Instructor** – Responsible for teaching beginning and/or advanced swimming classes. Prefer WSI certification and current lifeguard certification. Will assist with overall delivery of camp program. Must be Lifeguard certified or able to complete Lifeguard certification course offered during the staff training period. 12 week appointment available.
- **Camp Nurse/EMT** – Provide health care services to camp groups. Responsible for maintaining supplies, camp health records, clinic and assist with other camp duties when possible. Minimum requirement: current EMT or nursing certification. 12 week appointment available.
- **Canoeing Instructor** – Responsible for teaching basic canoeing class. Care and maintenance of canoeing equipment and program area. Lifeguard certification required. Must be Lifeguard certified or able to complete Lifeguard certification course offered during the staff training period. 12 week appointment available.
- **Performing Arts Instructor** - Responsible for teaching in specific program area, equipment maintenance and upkeep, and other class duties. Will assist with overall delivery of camp program. 12 week appointments.
- **Outdoor Living Skills Instructor** - Responsible for teaching in specific program area, equipment maintenance and upkeep, and other class duties. Will assist with overall delivery of camp program. 12 week appointments.
- **Leather Craft Instructor** - Responsible for teaching in specific program area, equipment maintenance and upkeep, and other class duties. Will assist with overall delivery of camp program. 12 week appointments.

Volunteers:

The 4-H Center relies on volunteers to assist in keeping programs and services affordable. A variety of opportunities are available for individuals, businesses, civic groups, and local clubs. If you or your group would like more information or are interested in volunteering please contact the 4-H Center at (434) 248-5444, e-mail heathern@vt.edu, or write to: Holiday Lake 4-H Educational Center, 1267 4-H Camp Road, Appomattox Virginia. 24522

DEADLINE: Applications will be accepted until all positions are filled. **Because many will be filled by late December or early January, we encourage you to complete your application and return it ASAP to ensure your consideration as a summer staff member.**

NOTE: For applicants who are enrolled in a college/university, we typically conduct interviews during your holiday break (December /January). If you have questions, call the Program Director.

Please review this checklist before you mail your application:

- Include a **cover letter** that describes (briefly) your interest in working at Holiday Lake 4-H Educational Center, and your interest in a 4-H Junior Camp Staff Position. Qualified applicants will be notified by phone or email to set up an interview. If you attend a college or university that is not located close to the 4-H Center, please indicate when you will be available for an interview (i.e. when is your December break, when will you be able to visit the 4-H Center, etc.).
- Complete pages 5-8 of the **application packet**.
- Sign the application on pages 6 and 8.
- Complete and sign the Disclosure Statement on page 11.
- Make sure that you obtain **three (3)** references and have them completely fill out the reference forms. You may mail completed reference forms in with your application or they may be mailed separately. Applicants who do not provide references **will not** be considered.
- Specify the position(s) for which you are applying. If you do not have an 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.
- Mail your application to:
Program Director
Holiday Lake 4-H Educational Center
1267 4-H Camp Road
Appomattox, VA. 24522

Attention: Summer 4-H Camp Employment

HOLIDAY LAKE 4-H EDUCATIONAL CENTER



SUMMER PROGRAM STAFF APPLICATION



Application for Employment (Please Type or Print)

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or the interview process should notify H at Holiday Lake 4-H Educational Center at (434) 248-5444.

- | | |
|-----------------------------------|-----------------------------------|
| 1. Name _____ | 2. Position Sought _____ |
| 3. SSN _____ | 4. Home Phone _____ |
| 5. Permanent (Home) Address _____ | 6. Current (School) Address _____ |
| City _____ State _____ Zip _____ | City _____ State _____ Zip _____ |
| 7. E-Mail Address _____ | 8. Cell Phone _____ |

9. EDUCATION

- a. Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed _____
- b. If you did not complete high school, do you have a high school equivalency diploma? Yes No _____ Date Received _____
- c. College: _____

Name	Hours	Degree Received	Major or Specialty	Dates Attended

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:

10. EXPERIENCE: Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items.

May we contact your present supervisor? Yes No

a. Employer _____	Duties: _____
Address _____	_____
_____	_____
_____	_____
Phone _____	_____

b. Employer _____	Duties: _____
Address _____	_____
_____	_____
_____	_____
Phone _____	_____

11. CAMP EXPERIENCE:

Camp Director _____ Duties: _____
 Address _____

 Phone _____

13. LICENSE (to include driver's), certificate or other (I.E. Red Cross, lifeguard, WSI)

Name	License Number	Expiration Date	Granted by Licensing board

14. MISCELLANEOUS

- a. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?
 Yes No
 Under the immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identify. Further, you will be required to provide documentation to that effect should you be employed.
- b. Are you willing to provide your own transportation if necessary for your employment? Yes No
- c. Have you ever been convicted for any violation(s) of law, including moving traffic violations or juvenile convictions committed after your fourteenth birthday? YES NO. If YES, please provide the following:

Description of offense: _____
 Statute or ordinance (if known): _____
 Date of Charge: _____ Date of conviction: _____
 County, city, and state of conviction: _____
 For additional convictions use plain paper – include all information listed above.

15. What date will you be available to start work? _____ / _____ / _____

16. CERTIFICATION-Each Application Requires Current Date and Original Signature

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Holiday Lake 4-H Educational Center. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Holiday Lake 4-H Educational Center to rely upon the use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the center head or designee.

Date: _____ **Applicant Signature:** _____

Check one: Male Female

Please indicate your date of birth: _____ / _____ / _____

THIS SECTION HAS TWO PARTS:

- **FIRST, IDENTIFY THE POSITIONS FOR WHICH YOU ARE APPLYING BY PLACING A NUMBER (indicating 1st, 2nd & 3rd preference) IN THE BOX NEXT TO THE POSITION.**
- **SECOND, IDENTIFY YOUR EXPERIENCE IN THE POSITION (PARTICIPATING, TEACHING, AND/OR CERTIFICATION)**

Position Title	List your 1st 2nd 3rd choices	# of years participating in this activity	# of years teaching this activity	List any certification(s) in this activity
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Staff Coordinator				
Camp Nurse/EMT				
Waterfront Director				
Swimming Instructor				
High Ropes Director				
High Ropes Instructor				
Low Ropes Instructor				
Archery Instructor				
Rifle Instructor				
Performing Arts Instructor				
Outdoor Living Skills Instructor				
Leather Craft Instructor				
Canoeing Instructor				
Nature Instructor				
Forestry Instructor				
Lifeguard (Part-Time)				

Applicant Name: _____ Date: _____

2012 CAMP SCHEDULE

Tentative

In becoming a full time employee of the 4-H Center, it is expected that you will be present for all camp activities and Camp Staff attendance at all training events is mandatory. We encourage 100% participation; however we realize that prior commitments may, from time to time, require us to work with you regarding scheduling. **Please indicate below any camp or training sessions that you may not be able to attend in whole or in part.**

_____	February 18-19	T.A.L.T. Weekend (Teen & Adult Volunteer Leader Training)
_____	March 17-218	T.A.L.T. Weekend
_____	May 14-18	VA 4-H State Camp Staff Training
_____	May 19-20	Lifeguard Training
_____	May 21-25	4-H Center Training (mandatory)
_____	May 28 – June 1	Family Camp
_____	June 5 – 8	Jr. 4-H Camp
_____	June 9-10	Cloverbud Camp
_____	June 18-22	Jr. 4-H Camp
_____	June 25- 29	Jr. 4-H Camp
_____	July 2-6	Jr. 4-H Camp
_____	July 9-13	Jr. 4-H Camp
_____	July 16-20	Jr. 4-H Camp
_____	July 23-27	Jr. 4-H Camp
_____	July 30 – Aug. 3	Jr. 4-H Camp
_____	Aug. 6-10	Jr. 4-H Camp

Applicant Signature: _____ Date: _____

HOLIDAY LAKE 4-H EDUCATIONAL CENTER



SUMMER PROGRAM STAFF REFERENCE FORM



TO: (Name of Reference)

FROM: Heather Christian, Program Director
SUBJECT: Holiday Lake 4H Center Summer Program Staff

_____ (Applicant's name) has applied for a position at Holiday Lake 4-H Educational Center as a summer staff member with the Virginia Cooperative Extension Service and has given your name as a reference. We would appreciate your prompt response to the questions below.

Please return this confidential reference directly to:
Heather Christian, Program Director
Holiday Lake 4-H Center
1267 4-H Camp Road
Appomattox, VA 24522

CONFIDENTIAL EMPLOYMENT INQUIRY

1. How long (years) have you known the applicant?
2. Has your knowledge of the applicant been obtained as an employer? _____ supervisor? _____ teacher? co-worker? _____ Other? _____ Please explain:
3. Does the applicant have good oral/written communication skills? Please explain:
4. What strengths does the applicant have that would make him/her a good potential for employment?
5. Are you aware of any criminal record or other information that might make the candidate unsuitable for work with young children? Yes ___ No ___ Comments:

*Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.
An equal opportunity/affirmative action employer.*

Please check the term, which you think most accurately, describes the applicant:

	POOR	GOOD	VERY GOOD	EXCELLENT
PERSONALITY				
CHARACTER				
APPEARANCE				
RESPONSE TO SUPERVISION				
DEPENDABILITY				
LEADERSHIP				
INDUSTRIOUS				
TECHNICAL ABILITY				
COOPERATION				
ENTHUSIASM				
INITIATIVE				
JUDGMENT				
HONESTY				

If you were in a position to do so, would you employ this applicant? Yes: _____ No: _____

Please make any additional comments which would help us better determine the knowledge, attitude, and skills the applicant possesses:

Please Print Name _____ Signature _____

Address _____ Date _____

Telephone Number _____ Business or Profession _____

**Holiday Lake 4-H Educational Center, Inc.
Disclosure Statement for Employment**

Due to the nature of business that Holiday Lake 4-H Educational Center, Inc. conducts in serving youth and to maintain the safest possible environment for these youth and other guest, as well as to comply with industry standards, a criminal background report will be obtained on each employee. This criminal background report may include information regarding the employee's character, general reputation, personal characteristics, department of motor vehicles and courts records.

AUTHORIZATION

During the application process and at any time during the tenure of my employment with the Company, I hereby authorize Lexis Nexis Volunteer Screening Solutions Inc., on behalf of Holiday Lake 4-H Educational Center, Inc. to procure a criminal background report.

This report may be compiled with information from, courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant/Employee Signature Date

Print Your Name

_____-_____-_____
Social Security Number * Date of Birth *

Street Address (PO Box not usable)* City* Zip Code*

* For Identification Purposes Only

This information will be placed in your personnel file in a locked cabinet and may only be accessed by your supervisor or other authorized personnel. You have the right to review this information at any time during normal business hours.

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An equal opportunity/affirmative action employer.*