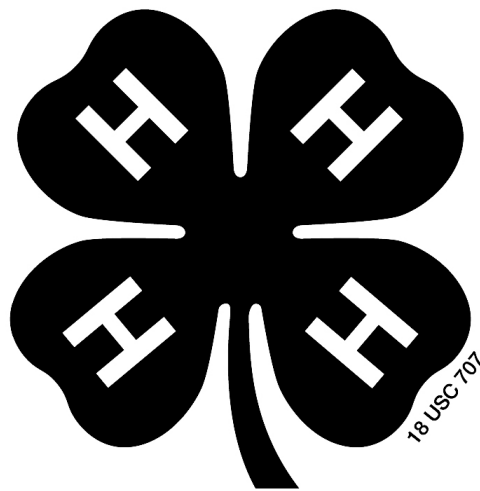


Holiday Lake 4-H Educational Center Summer Camp Staff / Internship



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 Shirts
- Most 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 the 4-H Center at (434) 248-5444 or e-mail levic93@vt.edu.

The 4-H Center employs approximately 13 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.).

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.

Summer Camp Staff Positions

- Camp Staff Coordinator – Assist the Program Director with the implementation of the camp program. Direct supervision of other program staff 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.
- 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.
- 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.
- 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.
- Archery Instructor – Responsible for teaching safety, basic archery skills, and care of equipment. Will assist with overall delivery of camp program. Experience required.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 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

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 all pages of the application packet.
- Make sure that you obtain three (3) references. Please include the following information for each reference : name, email address, and phone number. Reference will be contacted. 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



Summer Staff Application

Full Name		Date of Birth
Permanent (Home) Address		Home Phone
Current (School) Address – if applicable		Cell Phone
Position Sought	Email Address	

Education

Have you completed High School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If not, do you have a GED?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Please List any college experience you have:				
College or University Name	Major or Area of Study	Degree Received?	Graduation Date	
1)				
2)				
3)				

Previous Work Experience

Describe all paid, military, and applicable volunteer experience. Highlight your knowledge, skills, and abilities that best demonstrate your qualifications for this position.

1) Employer:	Employer Address:	Employer Phone:
Duties:		
2) Employer:	Employer Address:	Employer Phone:
Duties:		

3) Employer:	Employer Address:	Employer Phone:
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Duties:

May we contact your current employer? Yes No



License & Certifications

Includes driver's license and any other pertinent certifications (first aid, CPR, lifeguard, etc.)

Name	License Number	Expiration Date	Granted by Licensing Board
1)			
2)			
3)			



Miscellaneous

1) For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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2) For purposes of compliance with Section 2.2-2903 of the code of Virginia, are you a veteran who received an honorable discharge and has (i) provided more than 180 consecutive days of full-time active-duty in the armed forces of the United States or reserve components thereof, including the National Guard, or (ii) has a service connected disability rating fixed by the United States Veteran Affairs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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3) What date will you be available to start work? _____



References

Please list three references other than family members who can attest to your personality, character, and professional qualities.

Reference Name	Reference Email	Reference Phone
1)		
2)		
3)		



Certification

I hereby certify that all entries in this application 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 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 4-H Educational Center to rely upon the use, as it seems fit, any information received from 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.

Applicant Signature: _____
Date: _____

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

Individuals with disabilities desiring accommodations in the application process should notify Holiday Lake 4-H Educational Center at 434-248-5444 by the application deadline.
 *TDD number is (800) 828-1120.

Please indicate your top three choices of positions from the list below by placing a 1, 2, and 3 beside the positions you want:

Staff Coordinator _____

Waterfront Director _____

EMT/Nurse _____

Swimming Instructor _____

Archery Instructor _____

Canoeing/Kayaking Instructor _____

High Ropes Instructor _____

Leather Craft Instructor _____

Low Ropes Instructor _____

Nature and Forestry/ Outdoor Living Skills Instructor _____

Performing Arts Instructor _____

Rifle Instructor _____

Please list any relevant experience or certifications you have in relation to your top three choices:

As a full time employee of the 4-H Center, you are expected to be on time and present for all of the training dates and summer camp weeks. Our typical summer starts mid-May and runs through the beginning of August with several weekends being required as well. If you are aware of any current conflicts during these dates, please list them below.
