



**To: Potential Counselors-in-Training (CITs) for York County/Poquoson 4-H Camp**

**Re: CIT Applications due by 5:00 pm on December 16th, 2016**

Thank you for your interest in volunteering as a Counselor-in-Training for the 2017 York County/Poquoson Junior 4-H Camp, **July 31 – August 4, 2017**. We want the most enthusiastic and responsible teens to be CITs for our 4-H camp week. We anticipate selecting a minimum of 12 CITs. **In order to be considered for selection you must:**

1. Turn in the attached, completed application by 5:00 pm on December 16th, 2016. **Please hand-write the application.**
2. Have **three** references (not family members, friends, or classmates) complete the online reference form (link to reference form attached). **Reference forms are due by December 22nd, 2016. All applicants (including returning CITs) must have three references completed.**
3. All new CITs (anyone that was not a CIT for summer camp 2016) will be required to attend an in-person interview in January. You will be asked to schedule an interview after the application deadline. **Returning CITs (anyone that served as a CIT for summer camp 2016) will not have to complete an interview.**

**Counselor-in-Training Position Description Summary** (see attached for complete description)

A position as a CIT is a great opportunity to develop your leadership skills by learning about the role of Teen Camp Counselor. CITs serve as role models for campers and other CITs and assist Teen Camp Counselors and camp staff with assigned duties. CITs are never directly responsible for supervising campers. CITs participate in pre-camp trainings and a CIT class during camp.

**Requirements and Fees**

- ✓ Minimum age to be a CIT: Must be at least 13 years old before January 1, 2017
- ✓ Maximum age to be a CIT: If you are 14 before January 1, 2017 you can apply to be a CIT **OR** a Teen Camp Counselor. If you turn 14 between January 1, 2017 and September 30, 2017 you can only attend camp as a CIT – you are too old to attend as a camper and too young to serve as a Camp Counselor.
- ✓ Attend all pre-camp training sessions (1-2) and attend the CIT class during camp.
- ✓ CITs pay the regular camp fee as they still participate in camp much like regular campers. The 2017 fee is still being determined but is usually between \$250 and \$300. (Scholarships are available for youth with financial need. Please contact our office for scholarship information: 757-890-4940).
- ✓ Must be: mature, responsible, dependable, respectful, work well with others, have a positive attitude, and be a good role model.

If you have any questions, please contact us at 757-890-4940.

**Sally Brooks, Extension 4-H Agent, York County/Poquoson**



## 4-H Counselor-in-Training Position Description

### **Responsible to:**

- The Extension agent or other Extension faculty/staff in charge of the unit 4-H camping event

### **Responsible for:**

- Assisting 4-H Teen Camp Counselors with their responsibilities;
- Assisting with 4-H camp programs and activities as assigned and being on-time and present for all assigned duties;
- Being able and willing to treat each camper, staff person, and peers with respect and dignity at all times;
- Attending and participating in trainings, classes, and activities designed to provide CIT training;
- Showing a genuine concern for children by communicating, advising, assisting, and establishing a warm, friendly relationship with them;
- Demonstrating a willingness to work as a member of a team with other staff persons, teens and adults, summer camp staff, and under the supervision, guidance, direction, and leadership of the Extension staff in charge of the 4-H camping program;
- Being able and willing to accept and perform leadership roles (i.e. be a “leader”) as a 4-H camp CIT, and being able and willing to work as a member of the team when others are in the leadership position (i.e. be a “follower”);
- Learning the objectives of the 4-H camping program;
- Following the Virginia 4-H Standardized Code of Conduct at all time;
- Being able and willing to (a) understand, accept, and live by certain “living standards” and a code of conduct that are necessary in a community made up primarily of young children, and (b) become familiar with the 4-H camp rules and policies and communicate these rules and policies to others;
- Being a positive role model/example for boys and girls at all times during 4-H camp, as well as for the staff working with the 4-H camping event; and,
- Performing other duties as assigned by the Extension Agent/Staff in charge of the 4-H camp.

### **Training Required:**

- All 4-H CITs must receive training in at least the core content identified in the Virginia 4-H Camping Handbook. CITs will attend 1-2 pre-camp meetings/trainings and will attend a CIT class during the week of camp.



**2017 4-H Counselor-in-Training Application**

**York County/Poquoson**

**Junior 4-H Camp – July 31-August 4, 2017**

*You must be 13 years old before January 1, 2017 to apply to be a CIT. If you are 14 years old before January 1, 2017 you can apply to be a CIT OR a Teen Camp Counselor. If you turn 14 between January 1, 2017 and September 30, 2017 you can only attend camp as a CIT*

**Application due in the Extension Office by 5:00 pm December 16, 2016.**

**Late applications will not be accepted.**

**Please fill out completely in teens own handwriting! - DO NOT TYPE**

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address (if different than above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone Number\* \_\_\_\_\_ Teen Cell Phone Number\* \_\_\_\_\_

Gender \_\_\_\_\_ Age \_\_\_\_\_ Grade \_\_\_\_\_ Name of School \_\_\_\_\_

Teen Email Address\* \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Parent/Guardian Cell Phone Number(s)\* \_\_\_\_\_

Parent/Guardian Email Address(es)\* \_\_\_\_\_

Tshirt Size (Please Circle One): Adult S Adult M Adult L Adult XL Adult XXL

Other size: \_\_\_\_\_

*\*Communications about the CIT program will be sent via email and text to all teen and parent cell phone numbers and emails provided.*

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. If you are a person with a disability and desire assistance or accommodation, please notify the York/Poquoson VCE Office at (757-890-4940/TDD\*) during business hours of 8:15 a.m. and 5:00p.m. \*TDD number is (800) 828-1120.



Have you ever been a 4-H club member? Yes No If yes, how many years \_\_\_\_\_  
 Name of the 4-H club and the county/city it was in: \_\_\_\_\_

Have you ever attended 4-H camp? Yes No If yes, how many years? \_\_\_\_\_  
 Where? \_\_\_\_\_

Have you ever served as a CIT (Counselor-In-Training) at 4-H Camp? Yes No  
 If yes, what year(s)? \_\_\_\_\_ Where? \_\_\_\_\_

List your school and/or community activities (clubs, sports, church, etc). Use a separate piece of paper if you need more room.

Organization/Group Name	Dates

List any leadership experiences or positions you have held, not including CIT at 4-H camp. Use a separate piece of paper if you need more room.

Position	Organization/Group Name	Dates



List any volunteer (including community service) and/or paid work experience. Use a separate piece of paper if you need more room.

Position	Employer Name, Address, and Phone #	Dates

List any experiences you have had working with children (not including serving as a CIT at 4-H Camp) such as babysitting, church nursery helper, helping with younger scouts or siblings, etc. Use a separate piece of paper if you need more room.

Position	Employer or Organization Name	Dates

List your hobbies or special skills

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On a separate piece of paper, answer the following questions:

1. Why would you like to serve as a Counselor-in-Training?
2. How do you think a CIT should act compared to a regular camper?
3. Why should we select you to serve as a CIT?



# Virginia Cooperative Extension

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**Applicant and parent read and sign below (Required for Processing!!)**

If selected, I am able to attend Junior 4-H Camp on July 31-August 4, 2017. I will also make every effort to attend the pre-camp training sessions. One to two training sessions will be held before camp at a date and time yet to be determined.

I understand that turning in this application does not guarantee me a spot as a CIT. Applications and references will be reviewed, interviews will be held, and selections will be based on all three factors.

I understand that, if selected, I will need to pay camp registration fee (exact amount yet to be determined, but generally ranges in the \$250-\$300 range). Scholarships are available for teens with financial need. Please contact our office for scholarship information (757-890-4940).

**Please do NOT turn in any money with this application. Money will be due at time of selection.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**RETURN THIS APPLICATION:**

**By Mail:**  
VCE-York  
P.O. Box 532  
Yorktown, VA 23690

**Hand Deliver to Our Office:**  
York/Poquoson Extension Office  
100 County Drive  
Yorktown, VA 23690

**APPLICATION DUE BY: 5:00 pm on December 16, 2016**

**If you have any questions, please call 757-890-4940.**

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. If you are a person with a disability and desire assistance or accommodation, please notify the York/Poquoson VCE Office at (757-890-4940/TDD\*) during business hours of 8:15 a.m. and 5:00p.m. \*TDD number is (800) 828-1120.



**Information to Complete 4-H Counselor-in-Training Online Reference Form**

**References:** Please complete this online form by December 22, 2016.

Thank you for agreeing to serve as a reference for a teenager who is applying for a Counselor-in-Training (CIT) position for the York/Poquoson Junior 4-H Camp. A position as a CIT is a great opportunity to develop leadership skills. CITs primarily serve as role models for campers and assist Teen Camp Counselors and camp staff with assigned duties. We are looking for CITs that are mature, responsible, and good role models for their peers. If you have any questions or concerns about this role, please call 757-890-4940.

To complete the online reference form, please go to the web address provided below or use the QR code to access the online form. The form is very short and should take 5 minutes to complete. If you need a hard copy of the form, please ask the teenager for which you are serving as a reference. They can provide you with a hard copy to fill out and mail into our office.

**Web Address for Online Reference Form:**

[https://virginiatech.qualtrics.com/SE/?SID=SV\\_eJTxTlmquwuU8It](https://virginiatech.qualtrics.com/SE/?SID=SV_eJTxTlmquwuU8It)

**QR Code for Online Reference Form**

