



Attention Darke County High School and College Students!

Darke Soil & Water Conservation District (SWCD) is seeking responsible, energetic high school and college students to serve as counselors for our Annual Conservation Day Camp. We are looking for individuals who enjoy working with elementary school children, are good role models, and have a positive attitude and love the outdoors.

Serving as a camp counselor is a great opportunity to develop leadership, responsibility and teamwork skills. It is also a great way to build your leadership portfolio for future goals such as national honor society, 4-H Camp Counselor, Junior Fair Board member and applications for college, scholarship and jobs.

Some of the activities planned include: tree identification, bird feeder building, archery, fishing and much more.

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 forms and return to Darke SWCD office. Applications are due by March 27th at 4:00pm.

If you have questions, please contact Elizabeth Farver at 937.548.1715 ext. 3 or via email at [Elizabeth.farver@darkeswcd.com](mailto:Elizabeth.farver@darkeswcd.com).

Sincerely,

Darke SWCD Staff

# Job Description & Responsibilities

## Conservation Day Camp Counselor

**Time Required:** 2 days (June 10th & 11th) from 8:00am to 3:30pm

**Location:** Chenoweth Trails, 440 Greenville-Nashville Road, Greenville, OH 45331

### General Responsibilities

- Assist in conducting age appropriate, educational environmental programs for youth
- Provide a safe and positive environment for youth development
- 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 other counselors
- Arrive on time and with the proper materials for assigned responsibilities

### Counselor Responsibilities

- Be with my group of approximately 15 campers at all times
- Get to know each of the campers in my group personally and by name
- Have all campers, including myself, check in medications with the nurse
- Make sure that all of my campers are familiar with camp site, rules and daily schedule
- Help campers take care of personal possessions
- Make station volunteers or camp directors aware of illness or injury
- Set a good example by not using profanity or telling off color jokes/stories
- Not have tobacco, alcohol or illegal drugs in my possession, or use these substances during camp
- Never punish a camper by ridicule or physical punishment, be patient
- Urge safety at all times. Take time to explain how and why to do something safely
- Ensure that all campers are involved in all activities. Make sure no one is excluded
- Remember that camp rules apply to me as well as the campers, I am setting an example
- Be flexible, plans might change and the weather is unpredictable

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## Conservation Day Camp Counselor

### Specific Responsibilities

- Arrive at 8:00am to check in and wait for campers to arrive
- Stay until 3:30pm or until all campers have been picked up
- If a program ends early and there is free time, keep the campers busy with games/activities
- Always keep your group together and do a head count frequently
- Know the schedule– make sure you lead your group to each station at the proper time
- Have respect for the station presenter by providing help when needed, quieting the group before starting and helping with clean up
- Make sure your entire group makes it through the lunch line
- Make sure everyone cleans up his/her trash after lunch
- Participate in activities yourself with great enthusiasm
- Bring your group to the closing area to help with dismissal each day

### Discipline Policy

- You will be responsible for handling campers talking, interruptions, rudeness, horseplay, etc.
- If you have continuous problems with a camper, or if a camper causes major problems such as profanity, endangering others or sexual harassment, bring them to a camp director
- Counselors are to set the example...campers look to you for leadership!

### Weather Policy

- You will be made aware of approaching bad weather
- Lead your group to the designated area immediately, but calmly. Try not to cause panic

By signing below, I acknowledge that I have read and agree to abide by the above

Signature of Counselor : \_\_\_\_\_ Date: \_\_\_\_\_

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

## **Details**

- All applicants must be completing 9th through 12th grades or enrolled in college
- Applicants must commit to BOTH days of camp unless an emergency arises
- Camp details will be mailed to accepted counselors in mid-May
- Please return completed application by **March 27th** to: Darke SWCD, 1117 Southtowne Court, Greenville, OH 45331. Any questions, call 937.548.1715 ext. 3 or email Elizabeth.farver@darkeswcd.com

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

School/College Name: \_\_\_\_\_ T-shirt Size (*circle*): S M L XL

Please list any allergies you have: \_\_\_\_\_

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

## **Emergency Contact**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

I understand that if selected to serve as a counselor for the Darke 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 believe I am able to accept the challenge. My status as a Darke

## **If enrolled in high school:**

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

**Please answer the following questions:**

Why are you interested in serving as a camp counselor? \_\_\_\_\_

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

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List any groups or activities you have been involved in: \_\_\_\_\_

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Why do you feel you would be a great Conservation Day Camp Counselor? \_\_\_\_\_

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