2016 Harrison County 4-H Adult Cabin Leader’s Process Guide
(for the role formerly/commonly known as Camp Counselor; revised 1/4/2016 to fix Step 5 date)

Eligibility: Youth with a 4-H age of 14-18 who have interest in serving as cabin leaders for 4-H camps in the summer of 2016. Must possess leadership skills and the personal characteristics of coachability, kindness, and resilience. Though Junior Camp is the most popular option, some leaders will train to serve in specialty camps such as Shooting Sports or Cloverbuds. See general job description on the next page.

Step 1: Become a certified Ohio 4-H Volunteer. Full information available online at go.osu.edu/time2help or by requesting the application packet from our office. Cost: $35 for fingerprint. [If you became a certified volunteer in 2015, you may skip Step 1.] Timeline: should begin the process by mid-January in order to be completed by March 1.

Step 2: By January 15, indicate to Tim that you would like to serve this summer. A simple phone call to the Office will do. If you are undergoing Step 1 for the first time, your volunteer application will suffice.

Step 3: If you have completed your volunteer certification components, Thursday March 10th you will receive your counselor acceptance or denial letter for this year.

Step 4: (optional) Sell cookie dough to off-set the cost of your camp attendance. You will earn $5 profit per tub sold, so would need to sell 15 tubs to go to Junior Camp for free. (Your rate for camp is $75) Sale Timeline: March 21-April 14; pick-up for delivery on May 3

Step 5: (all) Mandatory training for all staff. Timeline: Saturday April 23 from 9:00-11:30a [There will be assigned training “homework” from now through June 3]

Step 6: Don’t forget to actually register for junior camp! Due May 3rd for the free t-shirt. Your cost: $75; Harrison County 4-H Committee pays the remaining half; a thank you would be well received.

Step 6a: If you are attending Piedmont U. don’t forget to register by May 17.

Step 7: (required for new volunteers; optional for 2nd year+ volunteers) Attend the Piedmont U. training event at 4-H Camp Piedmont. This is a required training for new volunteers and cannot be missed. Cost: Free; covered by Harrison County 4-H Committee; a thank you would be well received. Timeline: Thursday June 2 @ suppertime to Friday June 3 @ 1p.

Step 8: Mandatory on-site training at 4-H Camp Piedmont. Timeline: Friday June 3 from 1-3p.

Step 9: Time to shine! Serve your role during junior camp. Timeline: Friday June 3 @ 3p to Monday June 6 @ 2p; $75; (note: Seniors graduating on Sunday will be excused for the event, but should NOT plan their graduation plans for this weekend if they wish to serve at camp)

Some Other Involvement Options (optional): 1.) Our camp attendance goal is always around 75-100 campers and we need you to be out recruiting to make that happen; give a “mini-camp” demonstration during a club meeting; work with a group of peers to get into the schools in early May for the same purpose; etc. 2.) I could really use workers on the afternoons of May 1 and May 7 if you are available!
Position Description: 4-H Adult Cabin Leader

**Eligibility:** Youth with a 4-H age of 14-18 who have interest in serving as cabin leaders for 4-H camp(s) and who have completed the certified 4-H volunteer process. Must possess leadership skills and the personal characteristics of coachability, kindness, and resilience. Though Junior Camp is the most popular option, some leaders will train to serve in specialty camps such as Shooting Sports or Cloverbuds. See general job description below.

**Duties:**

65% **Cabin Management**
- Ensure the safety and well-being of youth entrusted to your care.
- Work cooperatively with other staff.
- Provide a positive social experience.
- Create an environment of “home away from home” where youth can successfully change clothes, use the restroom, eat, relax, etc. without fear or anxiety.
- Prevent behavioral challenges through a best practices approach.
- Respond effectively to common camp emergency situations.

25% **Teaching (small group)**
- Provide for a safe and enjoyable non-formal education event in such common small-group activities as crafts, archery, canoeing, dancing, etc.
- Work cooperatively with other staff.
- Ensure that all youth are actively participating to the best of their abilities.
- When requested, provide an accurate evaluation report to the 4-H Educator.

10% **Activity Leadership (large group)**
- Provide for a safe and enjoyable non-formal education event in such common large-group activities as water olympics, ballfield games, campfire, group singing, etc.
- Work cooperatively with other staff.
- Ensure that all youth are actively participating to the best of their abilities.
- When requested, provide an accurate evaluation report to the 4-H Educator.

**Scope of Role:**
Each camp your roles and responsibilities will be clearly designated. In general, you will work cooperatively with other peers. In addition, you will fall under the supervision and guidance of appropriate camp staff, selected adult leaders, medical personnel, and the 4-H Educator.

**Skills/Proficiencies:**
Through the Piedmont U. training event and subsequent “on the job” instruction, the 4-H Educator will help to build your competencies in the following fifteen areas: Child and Adolescent Development Knowledge; Communication; Cultural Awareness; Health, Wellness, and Risk Management; Personal Commitment; Professional Development; Professionalism; Program Planning; Role Model; Self-Direction; Supportive Relationships; Teaching and Facilitating; Teamwork and Leadership; Thinking and Problem Solving; and Understanding of Organizational and Camp Environment. We operate in a continuous improvement environment, such that your growth will be consistently encouraged.

Harrison County, OH 4-H Youth Development