Southwest Virginia 4-H Educational Center, Inc.

2014 Application Packet
(for Youth Program Staff)
Dear Potential Staff Member:

Thank you for your interest in employment with the Southwest Virginia 4-H Educational Center. The 4-H Center, which sits on 78 acres in Abingdon, Virginia, has offered Junior 4-H Camp for more than 50 years. We stress 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 and our average weekly number of Junior 4-H Camp participants is approximately 175+ youth.

What do we expect from our summer program staff members? Typically, 4-H Center summer program staff has completed high school and have work and/or volunteer experience in 4-H, teaching, and/or youth programming. (Previous experience in 4-H is not required.) Regardless of your previous work and/or volunteer experience, successful employment at the 4-H Center requires certain personal attributes, including:

- Positive Attitude
- Friendliness / Open Mindedness
- Enthusiasm
- Patience
- Creativity
- Interest in teaching and learning
- 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. The 4-H Center can provide applicants specific trainings and certifications for several staff positions.

What are the benefits of being a summer program staff member at the Southwest Virginia 4-H Center?

- Working with diverse campers from across Southwest Virginia
- Training (approximately 10 days of staff training)
- Weekly salary
- Lodging (private room with a roommate(s) / private bath)
- Meals provided each week starting with Monday breakfast through Friday lunch
- Access to kitchenette, lounge, television, and wireless internet
- Staff Shirt
- Weekends off (starting Friday afternoon through Sunday evening)

If you are interested in a position at the Southwest Virginia 4-H Educational Center, please complete the enclosed application and return to: Southwest Virginia 4-H Educational Center, 25236 Hillman Highway Abingdon, Virginia 24210. We have seasonal positions available from late May to August. Volunteer opportunities may also be available. If you have any questions regarding 4-H Center program employment, please call (276) 676-6180 or e-mail robynar@vt.edu.

Sincerely,

Robyn Raines
Center Director
Summer Program Staff (Junior 4-H Camp)
The 4-H Center employs approximately 14 seasonal program staff to conduct Junior 4-H Camp. Typically, 4-H Center summer staff are 18 years old or older and have work and/or volunteer experience working with camp programs, 4-H, teaching, or recreation programs. In some areas, specialized training and/or certification may be required (ie. lifeguards).

The 4-H Center offers different options for employment. Summer camp is usually 10 weeks with an additional week of state training and a week of 4-H Center training. See the listing below for available positions, brief descriptions and their requirements. Review of applications and interviews will begin December 1, 2013 and continue until positions are filled.

For more information or to apply please contact the Southwest Virginia 4-H Educational Center at (276) 676-6180, e-mail robynar@vt.edu, or write: 25236 Hillman Hwy., Abingdon, VA 24210.

Summer Camp Staff Positions

- **Administrative Assistant** – Assist the Program Director with the implementation of the camp program. Direct supervision and coordination of summer program staff and assist with other camp duties as assigned. At least 2 years camp experience preferred.
- **Rapelling/Zipline/Climbing Instructor** – Conduct rapelling, zipline, and climbing activities. Must have experience working with ropes, knowledge of harnesses and knots. Responsible for safety, planning, and equipment. Will assist with overall delivery of camp program.
- **Challenge Course Instructor** – Conduct Low Ropes course, 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/training required.
- **Riflery Instructor** – Responsible for teaching safety, basic shooting skills using BB, pellet, and .22 caliber rifles. Maintenance and upkeep of equipment. Will assist with overall delivery of camp program. Experience/training required.
- **Swimming Instructor** – Responsible for teaching beginning and more advanced swimming classes. Prefer WSI certification and current lifeguard certification. Will assist with overall delivery of camp program.
- **Lifeguard** – Requires certification. Also will assist with overall delivery of camp program.
- **Camp Medical Representative** – Responsible for medicine distribution and leading health care services to camp groups. Responsible for maintaining first aid supplies, organizing camp health records, clinic and assist with other camp duties when possible. Minimum requirement: First Aid/CPR certification.
- **Beginning Horsemanship Instructor** – Responsible for teaching basic horsemanship class. Topics include safety, grooming, parts of a horse, tack & equipment, mounting and lead line. Experience with teaching and horses required.
- **Horticulture** – This is a new position as of 2014 to work seasonally on the grounds at the Center. According to the candidate, this position does have the opportunity to assist with camp programming.
- **Other Instructors** – (Nature/Outdoor Living Skills, Multimedia Arts, LEGO Robotics, Performing Arts) Responsible for teaching in specific area, equipment maintenance and upkeep, and other class duties. Will assist with overall delivery of camp program.

Volunteers

The 4-H Center relies on volunteers to assist in keeping programs and services affordable, from sprucing up the cabins for camp, stuffing envelopes, to planting flowers. 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 (276) 676-6180, e-mail robynar@vt.edu, or write Southwest Virginia 4-H Educational Center, 25236 Hillman Hwy., Abingdon VA 24210.
DEADLINE: Applications will be accepted until positions are filled. Because many will be filled by January 1, 2014, 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 can conduct interviews during your holiday break (December 2013/January 2014). If you have questions, call 276-676-6180.

Please review this checklist before you mail your application:

- Include a cover letter that describes your interest in working at Southwest Virginia 4-H Educational Center, and your interest in a 4-H Junior Camp Staff Position. Qualified applicants will be notified by phone 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, 7 and 8.

- Make sure that you obtain three (3) references and have them write a reference letter covering the points on the Reference Letter Sheet (returning staff may submit one reference). Completed reference letters must be mailed in with your application. 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: SWVA 4-H Educational Center, Inc.
25236 Hillman Highway
Abingdon, Virginia 24210

Attention: 2014 Summer 4-H Camp Employment
Application for Employment

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 the Southwest Virginia 4-H Educational Center at 276/676-6180.

1. Name __________________________________________ __
2. Position Sought ____________________________________
3. SSN __________________________________________ __
4. Home Phone ______________________________________
5. Permanent (Home) Address ____________________________
   City ______________________ State _______ Zip _______
6. Current (School) Address ____________________________
   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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours</th>
<th>Degree Received</th>
<th>Major or Specialty</th>
<th>Dates Attended</th>
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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)

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<thead>
<tr>
<th>Name</th>
<th>License Number</th>
<th>Expiration Date</th>
<th>Granted by Licensing board</th>
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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. For purposes of compliance with Section 2.1-112 of the Code of Virginia, have you ever served in the Armed Forces of the United States during the following dates?  Check the appropriate dates:  ☐ World War I - 4/16/17-4/1/20;  ☐ World War II -12/7/41-12/31/46;  ☐ Korean Conflict - 6/27/50-1/21/55;  ☐ Vietnam Conflict -8/5/64-3/7/75;  ☐ None of the dates shown, but I did serve in the military.

d. 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 Southwest Virginia 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 Southwest Virginia 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: __________________________

Southwest Virginia 4-H Educational Center is dedicated to serving all people regardless of race, color, religion, sex, age, national origin, handicap, or political affiliation. An equal opportunity affirmative action employer.

Check one:  ☐ Male  ☐ Female

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

Please return to Southwest Virginia 4-H Educational Center, 25236 Hillman Highway, Abingdon, VA  24210.
If you have any questions, please call (276) 676-6180.
THIS SECTION HAS TWO PARTS:

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

<table>
<thead>
<tr>
<th>Position Title</th>
<th>List your 1st 2nd 3rd choices</th>
<th># of years participating in this activity</th>
<th># of years teaching this activity</th>
<th>List any certification(s) in this activity</th>
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<tbody>
<tr>
<td>ADMINISTRATIVE ASSISTANT/CIT INSTRUCTOR</td>
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<td>CAMP MEDICAL REPRESENTATIVE (EMT/NURSE)</td>
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<td>RAPELLING/ZIP LINE, CLIMBING INSTRUCTOR</td>
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<td>CHALLENGE COURSE INSTRUCTOR (Low Ropes)</td>
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<td>ARCHERY INSTRUCTOR</td>
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<td>RIFLERY INSTRUCTOR</td>
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<td>SWIMMING INSTRUCTOR</td>
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<td>LIFEGUARD</td>
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<td>OUTDOOR LIVING SKILLS/NATURE INSTRUCTOR</td>
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<td>MULTIMEDIA ARTS INSTRUCTOR</td>
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<td>LEGO ROBOTICS INSTRUCTOR</td>
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<tr>
<td>PERFORMING ARTS</td>
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<td>OTHER</td>
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Applicant Name: __________________________________ Date: __________________________
In becoming a full time employee of the 4-H Center, it is expected that you will be present for all camp activities and required training events. 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.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>May 13-16</td>
<td>Statewide Staff Training (mandatory, transportation will be provided)</td>
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<tr>
<td>May 22-23; 26-30</td>
<td>4-H Center Training (mandatory)</td>
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<tr>
<td>June 2-6</td>
<td>Jr. Camp</td>
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<td>June 9-13</td>
<td>Jr. Camp</td>
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<td>June 16-20</td>
<td>Jr. Camp</td>
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<td>June 23-27</td>
<td>Jr. Camp</td>
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<td>June 30-July 4</td>
<td>Jr. Camp</td>
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<tr>
<td>July 7-11</td>
<td>Jr. Camp</td>
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<td>July 14-18</td>
<td>Jr. Camp</td>
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<td>July 21-25</td>
<td>Jr. Camp</td>
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<tr>
<td>July 28 - August 1</td>
<td>Jr. Camp</td>
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<tr>
<td>August 4-8</td>
<td>Jr. Camp*</td>
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Applicant Signature: ______________________________ Date: __________

*This is a tentative week, not all staff may be needed
Please send to:

Southwest Virginia 4-H Educational Center
ATTN: Robyn Raines
25236 Hillman Highway
Abingdon, Virginia

1. Please include your name, Phone number and address.
2. How long have you known the applicant?
3. What is your relationship with the applicant? (i.e. teacher, employer, etc.)
4. Does the applicant have good leadership & communication skills?
5. What strengths does the applicant have that would make him/her a good summer camp staff counselor?
6. Are you aware of any information that might make the applicant unsuitable for working with children?
7. How would you describe the applicant’s personality and character?
8. Please describe the applicant’s work ethic. (i.e. initiative, cooperation, flexibility, punctuality)
9. If you were in the position to hire this applicant would you do so and why?
10. Any additional comments that would better determine the skills, attitude and enthusiasm that the applicant possesses.
Criminal History Record Request

Full Name ________________________________________________________________

Current Address ____________________________________________________________

Email __________________ ________________________________________________

Date of Birth _______________ Social Security # _______________________

Permission for Release

I, __________________, hereby give consent and authorize the Southwest Virginia 4-H
Educational Center, Inc., through the contracted services of Intellicorp Records, Inc., to do a
search for any criminal History record.

______________________________ __________________
Signature Date