



Outagamie and Calumet County 4-H Camp

2019 4-H Camp Adult Volunteer Application Materials

Outagamie and Calumet County 4-H Camp: June 30 – July 3

Application deadline: December 31, 2018

This packet contains:

- Brief Descriptions for Adult Volunteer Camp Positions
- Adult Volunteer Camp Application
- Application Questions

The following items are due from you by December 31, 2018:

- q Application

We look forward to reviewing your applications and planning for an awesome 2019 4-H Camp!

DEADLINE: DECEMBER 31, 2018

Calumet County UW-Extension
Attn: 4-H Camp
206 Court St.
Chilton, WI 53014
gasch.tami@co.calumet.wi.us
(920) 849-1450 Ext 1

Outagamie County UW-Extension
Attn: 4-H Camp
3365 W. Brewster St.
Appleton, WI 54914
kayla.viste@ces.uwex.edu
(920) 832-5127

4-H is a program of the UW-Extension
THANK YOU!

An EEO/AA employer, University of Wisconsin-Extension provides equal opportunities in employment and programming, including Title VI, Title IX, and ADA requirements. Please make requests for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity.



Outagamie and Calumet County 4-H Camp

Adult Volunteer Position Descriptions

Bus Coordinator

- Coordinates pick-up and drop off of youth
- All bus logistics

First Aid Coordinator

- Requires current certificate for the completion of the American Red Cross Community First-Aid and Safety Course or equivalent, and a current certificate for the completion of a course for Adult, Child and Infant Cardiopulmonary Resuscitation **AND** one of the following:
 - Physician, Registered nurse, Physician assistant or LPN (licensed in Wisconsin)
 - National athletic trainers association certified trainer
 - Emergency medical technician or paramedic
 - A person currently certified as completing the American Red Cross Emergency Response Course, or The American Red Cross Wilderness and Remote First Aid Course, or The American Red Cross Responding to Emergency Course, or equivalent*.
- Collect medications and record health updates at time of bud loading
- Dispenses medications and work to sort medications and file health forms, upon arrival at camp
- Treats camper's bumps and scraps, and easing camper homesickness
- Maintains open and direct communication with 4-H Youth Development Staff

First Aid Coordinator Assistant

- Requires current certificate for the completion of the American Red Cross Community First-Aid and Safety Course or equivalent, and a current certificate for the completion of a course for Adult, Child and Infant Cardiopulmonary Resuscitation.
- Assist the First Aid Coordinator with dispensing medications before and after meals and before bedtime.

Dining Hall Supervisor

- Arrives to dining hall 20 minutes prior to each meal and remain until clean-up is complete. (An Upham Woods staff member will be able to assist you with facilitating set-up and clean-up)
- Helps set-up crew ready the dining hall and clean-up dining hall after every meal
- Assists in facilitating a smooth dining experience

Photographer

- Take pictures of activities throughout camp and possibly create an end of camp slideshow
- Provide assistance and support for cabin counselors during cabin times (i.e. early morning, before and after meals, late evening, and lights-out); will also sleep in a camper cabin

Outpost Leader

- Leads outpost camp at Mirror Lake State Park with another adult volunteer and an Upham Woods Staff member
- Experienced in tent camping, outdoor cooking, hiking, and canoeing
- CPR/First Aid certified (preferred, but not required)
- Helps to align programming with the Upham Woods Outpost Mission Statement: "The Upham Woods Outpost program is to be a safe, low-impact camping/canoeing experience providing youth with outdoors skills, an appreciation for the natural world, and respect for members of their team. Upon completion of this valuable life experience, participants will have gained understanding of the diversity of people and the planet and how to better serve both in continuation with the 4-H motto"



Outagamie and Calumet County 4-H Camp

4-H CAMP ADULT VOLUNTEER APPLICATION

(Page 1 of 2)

Applications due **December 31, 2018**

Name: _____ Date: _____
First Middle Initial Last

Street Address: _____

City/State/Zip: _____
City State Zip

Home Phone: _____ Cell: _____

E-mail: _____ Gender: _____

Preferred Method of Contact: Phone E-mail Mail

Occupation: _____

Please Check One:

- I am a Calumet County 4-H volunteer of _____ 4-H Club
- I am an Outagamie County 4-H volunteer of _____ 4-H Club
- I am a community/non 4-H volunteer
- I am a 4-H volunteer from _____ County
- Have you completed the volunteer youth protection orientation? Yes No

Please select your t-shirt size (All adult sizes) S M L XL XXL _____

Have you been a volunteer with 4-H Camp before? Yes No

Please describe any other camp experiences you have (outside of 4-H Summer Camp) and/or any other skills or abilities you have that might be useful in a camp setting:

Do you have any specialized training or certifications (i.e., First aid, CPR, lifeguard)? Yes No
 If yes please explain, _____

Do you need any special accommodations while at camp? Yes No
 If yes, please explain or speak with the 4-H Youth Development Staff: _____

If selected, would you like to be involved in the Youth Staff interview and selection process? Yes No

If yes which date: January 9 in Outagamie County January 17 in Calumet County Both

*****More on Reverse Side*****



Outagamie and Calumet County 4-H Camp

4-H CAMP ADULT VOLUNTEER APPLICATION

(Page 2 of 2)

Please rank the positions you are applying, in order of preference, with **1** being your first choice, **2** being your second choice, etc. Leave blank if you're not interested

Bus Coordinator First Aid Coordinator Dining Hall Supervisor
 Photographer First Aid Coordinator Assistant Outpost Leader

Adult Volunteer Expectations and Responsibilities

As a UW-Extension volunteer, I will:

- Attend the Camp Staff Orientation scheduled for February 21 at 6:30-8 pm (location TBD), a meeting for adult camp staff members (date TBD), and other camp staff training sessions which will be scheduled during the orientation.
- Conduct myself with courteous manners and language, exhibiting good sportsmanship, serving as a positive role model, treating others with respect, and demonstrating reasonable conflict resolution skills.
- Conduct myself in a manner that is in the best interest of the program participants and to ensure safety and enjoyment of all.
- Participate in all assigned camp activities and assist with arrangements as needed, unless special accommodations have been discussed previously with 4-H Youth Development Staff.
- Reinforce established rules and policies as set by Upham Woods and UW-Extension 4-H Youth Development.
- Make all reasonable efforts to ensure that programs are accessible to all individuals regardless of race, color, sex, creed, disability, religion, national origin, ancestry, age, sexual orientation, pregnancy, marital or parental status.
- Follow the guidelines for assigned role (i.e., First Aid Coordinator, Dining Hall Supervisor, etc.)
- Assist in camper check-in on the day of departure alongside camp counselors.
- Report to and consult with 4-H Youth Development staff in determining appropriate disciplinary action in the case of inappropriate youth behavior.
- Carry out other responsibilities as assigned by 4-H Youth Development staff.

I have read and understand and agree to abide by these expectations for camp volunteers. I understand that I am fully committing to these expectations and that suspension or termination of my position as a volunteer will result if I do not meet these expectations.

Volunteer Signature: _____ Date: _____

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PLEASE NOTE: State law requires that all groups must provide a 1:10 ratio of adults to youth at all times, including in cabins at night, therefore all adults will be sleeping in cabins to supervise youth during overnight hours. If special accommodations are needed please contact the 4-H Educator.