

**ROSS HOCKING EXTENSION 4-H
CAMP ASSOCIATION, INC.**

**Staff Application
2008 Season**

Please return completed
Application by *March 7, 2008* to:

Ohio State University Extension, Ross County
Attn: Brian Beery, Camp Personnel Director
475 Western Ave, Suite F
Chillicothe, OH 45601-2280

ROSS HOCKING EXTENSION 4-H CAMP ASSOCIATION, INC.

The Association camps at Tar Hollow State Park Camp, which is situated on Pine Lake in the Tar Hollow State Forest, approximately 15 miles east of Chillicothe. The entire resident camp area is rented by the Association from the State of Ohio for six weeks. The 2008 dates will be June 11 through July 18. Potential employees should be available for work at all times during this period.

The camp has a central lodge for recreation and food services. The lodge can seat approximately 230 youth and staff. The kitchen will be operated by a food service. Swimming is at a private beach with roped off area for deep and shallow swimming. Permanent lodging is provided for both male and female staff along with all meals. A sick room and first aid station is available for the camp health director. Campers are housed in 28 individual units that will accommodate seven campers and one counselor.

The counties in the Ross Hocking Extension 4-H Camp Association are: Athens, Fairfield, Hocking, Pickaway, and Ross. Questions can be addressed to the 4-H Youth Development Educators in these counties or Brian Beery, Personnel Director at 740-998-5334 or e-mail beery.37@osu.edu. All applications should be returned to: Ohio State University Extension, Ross County, ATTN: Brian Beery, Camp Personnel Director, 475 Western Ave, Suite F, Chillicothe, Ohio 45601. Applications are to be submitted by **MARCH 7, 2008**. A brief description of each position follows. For a full job description, please see the 4-H CAMP MANUAL of the Association. Manuals are available at the Extension Offices of those counties in the Association.

TAR HOLLOW 4-H CAMP

ABBREVIATED JOB DESCRIPTIONS

Waterfront Director/Canteen Helper	<p>Must be a certified lifeguard, WSI preferred. Supervise all swimming and boating activities at camp. Maintain swimming and water safety equipment. Teach swimming and water safety to campers and counselors (responsible for creating and carrying out lessons for this purpose). Also assisting with the canteen operation by helping the Canteen Director. Balance between Waterfront and Canteen duties will be determined by each Camp Director's requests for these services. Other responsibilities as deemed necessary by Camp Manager.</p> <p>Pay is: \$1,300, plus room & board</p>
Lifeguard / Canteen Helper	<p>Must be a certified lifeguard, WSI preferred. Assist the Waterfront Director in supervising swimming and boating activities at camp. Help maintain swimming and water safety equipment. Teach swimming and water safety to campers and counselors. Balance between Waterfront and Canteen duties will be determined by each Camp Director's request for these services. Assist Canteen Director in canteen as needed. Other responsibilities as deemed necessary by Camp Manager.</p> <p>Pay is: \$1,100, plus room & board</p>
Craft Director	<p>Responsible for all camp craft activities. The Craft Director teaches camp crafts, maintains supply of inventories, keeps record of crafts used, keeps crafts organized, keeps craft area clean, accounts for all craft monies and inventories, maintains craft displays in Craft Shelter and the Lodge. Other responsibilities as deemed necessary by Camp Manager.</p> <p>Pay is: \$1,000, plus room & board</p>
Recreation Director	<p>Responsible for all indoor recreation and training, including evening recreation as requested by Camp Director. This person shall also maintain and inventory all recreation equipment, as well as teach campers to use the equipment. The Recreation Director also is responsible for group song leading. Other responsibilities as deemed necessary by the Camp Manager.</p> <p>Pay is: \$1,200, plus room & board</p>
Nurse / EMT- Health Director	<p>Maintains records of all camper and counselor illnesses and accidents. Be able to provide first aid as needed during each camp. Will keep all medication that campers bring to camp and see that it is administered properly.</p> <p>Pay is: \$1,500, plus room & board</p>

Naturalist

Prepare, teach, coordinate and lead integrated nature activities (wise use and appreciation of camp's natural resources, make a valuable contribution to each camper's experience and are fun and educational). Cooperate with camp directors in preparing teaching activities in advance of the camping period and be willing to provide help for counselors to teach nature programs at camp.
Pay is: \$1,000, plus room & board

SUPPLEMENTARY CONTRACTS

Assistant Camp Manager

Keep updated on all duties of the Camp Manager. Assist the camp manager with daily tasks and be responsible for all duties of the Camp Manager when the Camp Manager is absent (the Camp Manager will assign your daily responsibilities).
Pay is: \$300.

Canteen Director

Conduct the day to day operation of the canteen as directed by the Camp Manager and Camp Director. Keep accurate inventory of Canteen contents to assist with sales tax calculations. Order food and drink items as needed in the canteen. Post signs with cost of all items offered for sale in the canteen. Keep canteen area clean and neat at all times.
Pay is: \$350.

All positions are subject to changes and modifications after interviews. All positions will be responsible for helping with other camp duties as directed by the Camp Manager.

**APPLICATION FOR EMPLOYMENT WITH
ROSS-HOCKING EXTENSION 4-H CAMP ASSOCIATION, INC.**

1. PERSONAL INFORMATION

Full Name _____ Date _____

Home Address _____ City _____ State _____

Zip _____ Home Phone _____ E-mail _____

College Address _____ City _____ State _____

Zip _____ College Phone _____ E-mail _____

2. EDUCATION: List all schools attended, beginning with the most recent:

School	Years Attended	Last Grade Completed	Area of Study

List previous training other than school (i.e. volunteer training, Red Cross certification, etc.)

3. LEADERSHIP RESPONSIBILITIES - List and describe your previous Leadership Responsibilities.

4. REFERENCES - Provide the name, address, and phone number of two people who know you well (not including relatives) - preferably people with whom you have worked previously in a position similar to the one for which you are applying.

Reference One: Name _____
 Address _____
 City _____ State ____ Zip _____
 Work Phone _____ Home Phone _____
 How you know this person _____

Reference Two: Name _____
 Address _____
 City _____ State ____ Zip _____
 Work Phone _____ Home Phone _____
 How you know this person _____

5. Previous Employment – List previous employment experience (most recent first):

Employer	Dates	Address	Phone	Responsibilities

6. PREVIOUS EXPERIENCE - List any previous background experience (including volunteer work) you may have had in camping, 4-H or specific job area in which you are applying

10. CERTIFICATION AND STATEMENT OF UNDERSTANDING

I hereby certify that all of the information furnished in this employment application is true and complete to the best of my knowledge. I understand that Ohio State University Extension and the Ross Hocking Extension 4-H Camp Association Inc. may investigate the information I have furnished. I authorize any person, firm, or organization to supply any information about me concerning any past employment, military service, convictions, or personal information to Ohio State University Extension and the Ross Hocking Extension 4-H Camp Association Inc. I release any such person, firm, or organization from any responsibility in disclosing such information. I realize that any misrepresentation or false information included in the application materials provided in the interview process can lead to the withdrawal of an offer of employment or to termination from employment.

Signature _____ Date _____



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Return by March 7, 2008 to: Ohio State University Extension - Ross County
Attn: Brian Beery, Camp Personnel Director
475 Western Ave, Suite F
Chillicothe, OH 45601-2280
740-702-3200
Fax 740-702-3209