



Junior 4-H Camp Staff Application Packet



Airfield 4-H Educational Center

15189 Airfield Road
Wakefield, VA 23888
757-899-4901 (ph)
757-899-6611 (fax)

www.AirfieldConference.com

Dear Potential Staff Member:

Thank you for your interest in a summer staff position with the Airfield 4-H Educational Conference Center. In December 1977, Union Camp Corporation donated 211 acres of forest land in Sussex County to 4-H for use on the site of the Southeast 4-H Educational Center, informally known as Airfield 4-H Center. The center opened in 1981 as a year-round educational facility for youth and adults. Airfield serves youth of 4-H age in the Tidewater service area of 15 counties and cities and traditionally has nine weeks of summer camping. 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. In order to meet the needs of the thousands of youth we serve each year we hire about seventeen (17) college-aged summer staff.

Typically, summer staff has completed at least one year of college and have work and/or volunteer experience in 4-H, camp, teaching, and/or other 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, but not limited to:

Friendliness/Open Mindedness	Patience
Creativity	Enthusiasm
Interest in teaching and learning	Flexibility
Positive Attitude	Desire to work with children
Integrity	Willingness to have FUN!

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. (For some positions, the 4-H Center may assist applicants in identifying ways to become trained and/or certified.)

What are the benefits of working at the Airfield 4-H Educational Conference Center?

- Weekly Salary
- Lodging
- Meals (all food is provided Monday breakfast through Friday lunch with occasional weekends)
- Shirts (staff t-shirts and polo's are provided at no charge)
- Weekends Off (with the exception of 2 weekends)
- Training (5 days of paid staff training)
- Staff lounge, TV/, wi-fi, and select program equipment with prior approval.

We have full-time seasonal positions available from mid-May to mid-August. Part-time positions, internships, and volunteer opportunities may also be available. If you are interested in a position at the Airfield 4-H Educational Conference Center, please send a cover letter and completed application to:

Airfield 4-H Educational Conference Center
Attention: Trevor Saunders, Program Director
15189 Airfield Road
Wakefield, VA 23888

If you have any questions regarding summer staff employment please contact the 4-H Program Department at 757-899-4901.



Summer Staff Application

www.ext.vt.edu

Full Name		Date of Birth
Permanent (Home) Address		Home Phone
Current (School) Address – if applicable		Cell Phone
Position Sought	Email Address	

Education

Have you completed High School?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If not, do you have a GED?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		

Please List any college experience you have:

College or University Name	Major or Area of Study	Degree Received?	Graduation Date
1)			
2)			
3)			

Previous Work Experience

Describe all paid, military, and applicable volunteer experience. Highlight your knowledge, skills, and abilities that best demonstrate your qualifications for this position.

1) Employer:	Employer Address:	Employer Phone:
Duties:		
2) Employer:	Employer Address:	Employer Phone:
Duties:		
3) Employer:	Employer Address:	Employer Phone:

Duties:

May we contact your current employer? Yes No

License & Certifications

Includes driver's license and any other pertinent certifications (first aid, CPR, lifeguard, etc.)

Name	License Number	Expiration Date	Granted by Licensing Board
1)			
2)			
3)			

Miscellaneous

1) For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

2) For purposes of compliance with Section 2.2-2903 of the code of Virginia, are you a veteran who received an honorable discharge and has (i) provided more than 180 consecutive days of full-time active-duty in the armed forces of the United States or reserve components thereof, including the National Guard, or (ii) has a service connected disability rating fixed by the United States Veteran Affairs? Yes No

3) What date will you be available to start work? _____

References (See more about references on pg. 5)

Please list three references other than family members who can attest to your personality, character, and professional qualities.

Reference Name	Reference Email	Reference Phone
1)		
2)		
3)		

Certification

I hereby certify that all entries in this application 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 Southeast 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 Southeast 4-H Educational Center to rely upon the use, as it seems fit, any information received from 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.

Applicant Signature: _____

Date: _____

Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

Individuals with disabilities desiring accommodations in the application process should notify Southeast 4-H Educational Center at 757-899-4901 by the application deadline.

*TDD number is (800) 828-1120.

4-H APPLICANTS – SPECIFIC INFORMATION

SKILLS AND INTERESTS

Position Desired: <input type="checkbox"/> 4-H Camp Instructional Staff Member <input type="checkbox"/> Camp Medic/EMT (please list relevant training/certifications) <input type="checkbox"/> Administrative Assistant to the Program Director <input type="checkbox"/> Pool Manager (please list relevant experience/training/certification) <input type="checkbox"/> Lifeguard/Swim Instructor (please list relevant training/certifications)	Dates Available to Work: Start: _____ End: _____
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Skills Rating: Please list your knowledge and skills in the following areas using the following values: 0= No Interest; 1= No Experience; 2= Some Knowledge; 3= Can Assist in Structured Activity; 4= Can Instruct Activity

Group Games	Song Leadership	Swimming
Ropes/Initiatives	Recreational Sports	Performing Arts
Leather Craft	Arts & Crafts	Outdoor Living Skills
Campfire Programs	Computer/Software	Forestry
Marine Science	Leadership Development	Shooting Sports
Supervisory Skills	Dance	First Aid/CPR

Instructor Position(s) Desired: Please priority rank the top four instructional areas that you are most interested in applying for with 1 being your first choice, followed by 2, 3, and 4.

___ Shotgun Instructor	___ Leather Crafts Instructor	___ Outdoor Living Skills Instructor	___ Canoeing Instructor
___ Archery Instructor	___ CSI Instructor	___ Animal Science Instructor	___ Marine Science
___ Rifle Instructor	___ Forestry Instructor	___ Swim Instructor	___ Robotics Instructor
___ Low Ropes Instructor	___ High Ropes Instructor	___ Cooking Instructor	___ Multimedia Instructor
___ Camp Medic	___ Administrative Assistant	___ Pool Manager	___ Performing Arts

REFERENCES

Please have three (3) references *other than family members* (people who know you well and can attest to your character and to your ability to work with and supervise youth) fill out the enclosed form entitled “4-H Camp Staff Reference Form.” **Returning staff members do not have to complete the reference check.** A few things to remember:

- Give your reference plenty of time to fill out the form. **Don’t wait to the last minute!**
- Provide your reference with an envelope so that the form may be kept confidential.
- Please have your reference return the confidential reference form directly to the Program Director. Reference forms are due before application submission.
- Applications missing reference forms are considered incomplete.

4-H APPLICANTS – SPECIFIC INFORMATION

Personal Reflections: Please answer each question in complete sentences. You may attach a separate sheet if necessary.

Write a brief biographical sketch, including why you are applying to work at camp. Please include any specialized training in camping or experience/training in other fields which might have a bearing on the position for which you are applying.

What contributions do you think you would make if on staff at the Southeast 4-H Educational Center?

What benefits do you think a child could gain from camp?

Is there anything else you would like us to know when considering your application?

DEADLINE:

Applications will be accepted until all positions are filled. Because many will be filled by late December or early January, 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 typically conduct interviews during your holiday break (December /January). If you have questions, call the Program Director.

Please review this checklist \checkmark before you mail your application:

- **Include a cover letter that describes (briefly) your interest in working at the Airfield 4-H Educational Conference Center. This would include your interest in a Junior 4-H Camp Summer Staff Position, a part-time position, volunteer position, or an internship. Qualified applicants will be contacted by phone to set up an interview.**
- **Complete all the pages of the application packet.**
- **Don't forget to sign the completed application packet.**
- **Please have three (3) references *other than family members* (people who know you well and can attest to your character and to your ability to work with and supervise youth) fill out the enclosed form entitled "4-H Camp Staff Reference Form" and submit the forms with your application. Applications with incomplete or incorrect reference information will not be considered. Returning staff members do not have to provide references.**
- **Specify the position(s) that you are applying. If you do not have a specific 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.**
- **Ensure the application is legible and complete. Incomplete applications will not be considered. This includes applications without a cover letter, incomplete contact information, missing reference forms, and/or applications that have not been signed by the applicant.**
- **Mail your completed application and cover letter to (do not include pages 1-2 or this page):**

**Airfield 4-H Educational Conference Center
Attention: Trevor Saunders, Program Director
15189 Airfield Road
Wakefield, VA 23888**

***Questions? Please feel free to contact:
The 4-H Department at 757-899-4901***