



4-H Camp Adult Volunteer Application Materials Outagamie County 4-H Camp: August Application deadline: December 31

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:

- ☐ Application - We look forward to reviewing your application!

NOTE: All Volunteer Chaperones

- Must be enrolled in 4-HOnline (at least 2 weeks prior to camp)
- Must complete and pass a background check (at least 2 weeks prior to camp)
- Must complete all required trainings (at least 2 weeks prior to camp)
 - Grow Green
 - Building Safe Spaces
 - Supporting You, Supporting Youth
 - Supporting Youth Mental Health
- Follow the direction of the Camp Director

DEADLINE: DECEMBER 31

Outagamie County UW-Extension
Attn: 4-H Camp
3365 W. Brewster St
Appleton, WI 54914
alicia.schroederhaag@wisc.edu
(920) 832-5127

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

Outagamie County 4-H Camp

Adult Volunteer Position Descriptions

Bus Coordinator

- Coordinates check-in at pick-up and at departure
- Stays in contact with the Camp Director to alert them of departure times and any other bus related information that might need to be shared.
- Responsible for the safety, supervision and enjoyment of the youth on the bus
- Works with counselors to make sure youth are comfortable and feeling excited for camp
- Make sure all youth are picked up by the correct person at the end of camp

Volunteer Health 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, Basic Medication Administration training, **AND** one of the following:
 - o Physician, Registered nurse, Physician assistant or LPN (licensed in Wisconsin)
 - o National athletic trainers association certified trainer
 - o Emergency medical technician or paramedic
 - o 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*.
- Review health forms prior to camp and connect with parents as needed
- Collect medications and record health updates at time of bus loading
- Dispenses medications and work to sort medications and file health forms, upon arrival at camp
- Treats camper's bumps and scrapes, and easing camper homesickness
- Maintains open and direct communication with Camp Director

First Aid Coordinator Assistant

- Requires current certificate for the completion of the American Red Cross Community First-Aid and Safety Course or equivalent, a current certificate for the completion of a course for Adult, Child and Infant Cardiopulmonary Resuscitation, and Basic Medication Administration training.
- Assist the First Aid Coordinator with dispensing medications throughout the day.

General Camp Chaperone

- Responsible for the overall safety, supervision and enjoyment of the youth
- Works closely with youth counselors to support their work with the campers
- Works closely with 4-H Youth Development Staff/Camp Director and assists as needed

Photographer

- Take pictures of activities throughout camp and creates an end of camp slideshow
- Provides assistance and support for camp 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 with another adult volunteer and a staff member
- Experienced in tent camping, outdoor cooking, hiking, and canoeing
- CPR/First Aid certified (preferred, but not required)
- Completed Basic Medication Administration training
- Manages and Dispenses medications as required
- Helps to align programming with this Mission Statement: "This 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 County 4-H Camp

4-H CAMP ADULT VOLUNTEER APPLICATION

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Applications due December 31

Name: _____ Date: _____
First Middle Initial Last

Street Address: _____

City/State/Zip: _____
City State Zip

Home Phone: _____ Cell: _____

Best phone number to reach **YOU**: _____ Gender: _____

E-mail: _____

Preferred Method of Contact: ____ Call ____ E-mail ____ Text Occupation: _____

Please Check One:

☐ 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 process? ____ 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 understand that there are orientation and trainings required prior to attending camp? ____ Yes ____ No

More on Reverse Side

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

<input type="text"/> Bus Coordinator	<input type="text"/> First Aid Coordinator	<input type="text"/> General Camp Chaperone
<input type="text"/> Photographer	<input type="text"/> First Aid Coordinator Assistant	<input type="text"/> Outpost Leader

Adult Volunteer Expectations and Responsibilities

As a UW-Extension volunteer, I will:

- Attend the Camp Staff Orientation scheduled for February 12 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 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 roles (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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