



4-H Junior Camp Staff Application Packet

W.E. Skelton 4-H Educational Conference Center
at Smith Mountain Lake
“America’s Leading 4-H Center”

**775 Hermitage Road
Wirtz, VA 24184
540-721-2759
www.ext.vt.edu/resources/4h/smithmt**

Dear Potential Staff Member:

Thank you for your interest in employment with the W.E. Skelton 4-H Educational Conference Center. Formerly known as the Smith Mountain Lake 4-H Educational Conference Center, the Skelton 4-H Center is nestled on 120 acres along the shores of Smith Mountain Lake. This facility has offered Junior 4-H Camp for more than 30 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 youth campers is approximately 300+.

What do we expect from our summer program staff members? Typically, 4-H Center summer program staff has completed at least one year of college, 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:

**Friendliness/Open Mindedness
Creativity
Interest in teaching and learning
Positive Attitude**

**Patience
Enthusiasm
Flexibility
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 Smith Mountain Lake 4-H Center?

- **Weekly salary** (starting at \$215 for 1st year staff members)
- **Lodging** (private room)
- **Meals** (all food is provided Monday breakfast through Friday lunch)
- **Shirts** (4-H Center staff T-shirts and polo shirts are provided at no charge)
- **Weekends off** (this applies to most positions with the exception of 1-2 weekends)
- **Training** (11 days of PAID staff training)
- **Access to kitchen, lounge, TV/VCR, wireless internet, washer/dryer, and health center**

If you are interested in a position at the W.E. Skelton 4-H Educational Conference Center, please send a cover letter and completed application to: **Program Director, 775 Hermitage Road, Wirtz, VA 24184**. We have full-time seasonal positions available from late May to August. Part-time positions, internships, and volunteer opportunities may also be available. Please describe the type of position for which you are applying in your cover letter. If you have any questions regarding 4-H Center program employment, please call the Program Director at (540) 721-2759, extension 254.



Employment Application

W.E. Skelton 4-H Educational Conference Center
775 Hermitage Road, Wirtz, VA. 24184

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 Program Director at the W.E. Skelton 4-H Educational Conference Center at (540) 721-2759.

COMPLETE THE FOLLOWING INFORMATION

Name:	(First)	(Middle)	(Last)	Age	Date of Birth
Permanent Address:				Permanent Phone #	Social Security Number
School or Current Address:				Current Phone #	Email

ANSWER EACH OF THE FOLLOWING QUESTIONS

Are you a United States citizen?	YES	NO
If "NO" - do you have the legal right to work in the United States?	YES	NO
Have you ever been convicted of a criminal offense?	YES	NO
Have you ever been released or asked to resign from a job?	YES	NO
Have you ever been charged with child abuse or neglect?	YES	NO
Do you have a valid drivers license? What State:	YES	NO
Have you been charged with any on-campus offense while attending a college / university?	YES	NO

With the exception of citizenship, if you answered "YES" to any of the questions above, please explain:

EDUCATION

High School	Last Grade Completed 9 th 10 th 11 th 12 th	Date Graduated:
College/ University	Major:	Minor:
	Graduated? (Circle one) YES NO	Year:
Academic honors / Awards:		

THIS SECTION HAS 2 PARTS:

- FIRST, IDENTIFY THE POSITION(S) FOR WHICH YOU ARE APPLYING BY RATING YOUR FIRST THREE CHOICES.
- SECOND, IDENTIFY YOUR EXPERIENCE IN THE POSITION (*PARTICIPATING, TEACHING, AND/OR CERTIFICATION*).

Position Title	List your 1 st 2 nd 3 rd choices	# of years participating in this activity	# of years teaching this activity	List any certification(s) in this activity
STAFF COORDINATOR				
MEDICAL STAFF PERSON (EMT / NURSE)				
ARCHERY INSTRUCTOR				
RIFLERY INSTRUCTOR				
LOW ROPES COURSE INSTRUCTOR				
CLIMBING INSTRUCTOR				
BASIC HORSEMANSHIP INSTRUCTOR				
SMALL ANIMAL SCIENCE INSTRUCTOR				
COMPUTER SCIENCE INSTRUCTOR				
MULTIMEDIA INSTRUCTOR				
PERFORMING ARTS INSTRUCTOR				
BEG. SWIMMING INSTRUCTOR / LIFEGUARD				
ADV. SWIMMING INSTRUCTOR / LIFEGUARD				
CANOEING INSTRUCTOR/ LIFEGUARD				
KAYAKING INSTRUCTOR/ LIFEGUARD				
OUTDOOR ADVENTURES INSTRUCTOR (on-site)				
4-H ADVENTURES INSTRUCTOR (off-site)				
ROBOTICS INSTRUCTOR				
SKATEBOARDING INSTRUCTOR				

Are you a certified Lifeguard? YES NO Expiration Date: _____

Are you currently certified in CPR? YES NO Expiration Date: _____

Are you certified in First Aid? YES NO Expiration Date: _____

Do you hold other applicable certifications? If so, please list below:

Certification	Certifying Body	Expiration Date

EMPLOYMENT HISTORY AND WORK EXPERIENCE:

(Begin with your most recent employment. You may attach a resume if you prefer.)

Position Title:	Start Date	End Date	Supervisor Name
Employer:	Address		Phone Number
Responsibilities:			
Position Title:	Start Date	End Date	Supervisor Name
Employer:	Address		Phone Number
Responsibilities:			
Position Title:	Start Date	End Date	Supervisor Name
Employer:	Address		Phone Number
Responsibilities:			
Position Title:	Start Date	End Date	Supervisor Name
Employer:	Address		Phone Number
Responsibilities:			
REFERENCES (List 3 non-relative references that have knowledge of character, experience, work habits & ability to perform the position for which you are applying.)			
Name	Address		Phone Number
Title / Position			Email
Name	Address		Phone Number
Title / Position			Email
Name	Address		Phone Number
Title / Position			Email

Write a brief biographical sketch, including why you are applying to a 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. (Attach a separate sheet if necessary)

What contributions to program, children & staff do you think you can make at camp?

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

CERTIFICATION STATEMENT

I hereby certify that the statements made by me in this application and any attachments are true, complete, and correct to the best of my knowledge and are made in good faith. I also understand that any false, incomplete, or misleading statements made herein shall be sufficient reason for rejection of this application or immediate dismissal. I understand that all information is subject to verification and I consent to references and former employers being contacted concerning my qualifications for employment.

Signature:

Date:

FOR OFFICE USE ONLY

Application Received

References Contacted

Interview Date

Status

DEADLINE: Applications will be accepted until positions are filled. Because many will be filled by February, we encourage you to complete your application and return it ASAP to ensure your consideration as a summer staff member.

Please review this checklist ✓ before you mail your application:

Include a **cover letter** that describes (briefly) your interest in working at the W.E. Skelton 4-H Educational Conference Center, and your interest in a 4-H Junior Camp Staff Position, a part-time position, or an internship. Qualified applicants will be notified by phone to set up an interview.

Complete pages 3-6 of the **application packet**.

Sign the application on page 6.

Include the complete address and telephone number for each of your three (3) **references**. Inform references that they will be contacted and make sure that reference information is correct and up-to-date. Applications with incomplete or incorrect reference information will not be considered.

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.

Mail your application to:

**Program Director
W.E. Skelton 4-H Educational Conference Center
775 Hermitage Road
Wirtz, VA 24184**

Attention: *Summer 4-H Camp Employment*