



Junior 4-H 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 (ph)
540.721.2766 (fax)
skelton4hcamp@vt.edu
www.skelton4H.ext.vt.edu

Dear **Potential Staff Member**:

Thank you for your interest in a summer staff position with the W.E. Skelton 4-H Educational Conference Center. The Skelton 4-H Center is the largest 4-H Center in Virginia and currently serves more than 3000 youth each summer! Nestled on 120 acres along the shores of Smith Mountain Lake, we have offered Junior 4-H Camp for more than 40 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. In order to meet the needs of the thousands of youth we serve each year we hire more than twenty (20) 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
Creativity
Interest in teaching and learning
Positive Attitude
Integrity

Patience
Enthusiasm
Flexibility
Desire to work with children
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 W. E. Skelton 4-H Educational Conference Center?

- **Weekly salary** (starting at \$225 for 1st year staff members)
- **Lodging** (private room)
- **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 1-2 weekends)
- **Training** (11 days of paid staff training)
- **Access to kitchen, lounge, TV/VCR, wireless internet, washer/dryer, 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 W.E. Skelton 4-H Educational Conference Center, please send a cover letter and completed application to:

W. E. Skelton 4-H Educational Conference Center
Attention: Summer Camp Employment
775 Hermitage Road
Wirtz, Virginia 24184

If you have any questions regarding summer staff employment please contact us by phone (540.721.2759, ext. 254) or email (skelton4hcamp@vt.edu).



Employment Application

W.E. Skelton 4-H Educational Conference Center
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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 contact us directly (540.721.2759, x.254).

COMPLETE THE FOLLOWING INFORMATION		
Name: (First) (Middle) (Last)	Age	Date of Birth
Permanent Address: (be sure to include complete address)	Permanent Phone #	Social Security Number
School or Current Address: (be sure to include complete address)	Cell Phone #	Email Address
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:		
<i>(use a separate piece of paper if needed)</i>		
EDUCATION		
High School	Last Grade Completed 9 th 10 th 11 th 12 th	Date Graduated:
College/ University	Major:	Minor:
	Graduated? (Circle one) Year: YES NO	
Academic honors / Awards:		

Please complete each piece of this section:

1. Identify the positions for which you are applying by ranking your top 3 choices,
2. Identify relevant experience (amount & type) you have for your chosen positions, and
3. List any certifications and/or training you have for your chosen positions.

Position Title	Rank your top 3 choices	Relevant experience (type and amount)	Relevant certification(s) and/or training
INSTRUCTOR POSITIONS			
Archery			
Basic Horsemanship			
Canoeing			
Climbing			
Computer Science			
Kayaking			
Low Ropes			
Multimedia			
Outdoor Adventures			
Performing Arts			
Riflery			
Robotics			
Small Animal Science			
Swimming (Advanced)			
Swimming (Beginning)			
4-H Adventures (off-site)			
NON-TEACHING POSITIONS			
Camp Medic			
Staff Coordinator			
Camp Coordinator			
OTHER POSITIONS (occasionally we will have vacancies for positions not listed above—refer to our website for more information)			

Do you hold any applicable certifications?

If so, please list below (including those listed above):

Certification	Certifying Body	Expiration Date

EMPLOYMENT HISTORY AND WORK EXPERIENCE

(Begin with your most recent employment)

You may attach a resume if you prefer; however, be sure to include all information as requested below.

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:			
Position Title:	Start Date	End Date	Supervisor Name
Employer:	Address		Phone Number
Responsibilities:			
REFERENCES			
List 3 references (to whom you are not related) that have knowledge of character, experience, work habits & ability to perform the position for which you are applying.			
Name	Address		Phone Number
Relationship to you:			Email
Name	Address		Phone Number
Relationship to you:			Email
Name	Address		Phone Number
Relationship to you:			Email

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. (Attach a separate sheet if necessary)

What contributions to do you think you would make if on staff at the W. E. Skelton 4-H Educational Conference 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?

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 January, we encourage you to complete your application and return it by October 1st to ensure your consideration.

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

Sign the application at the bottom of 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.

Ensure the application is legible and complete. Incomplete applications will not be considered. This includes applications without a cover letter, incomplete contact information, incomplete reference information, 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):

**W.E. Skelton 4-H Educational Conference Center
Attention: *Summer Camp Employment*
775 Hermitage Road
Wirtz, Virginia 24184**

Questions? Please feel free to contact us at:

540.721.2759 extension 254 or skelton4hcamp@vt.edu