Applications for the Position

By having teens fill out an application to apply for the position of camp counselor, they gain experience completing a job application. The application for the camp counselor position should not be a typical hiring form used by most workplaces because many of the teens will not have had prior work experience. Instead, teens should be asked to answer questions about previous leadership and volunteer experiences, skills they believe they possess, and how the program will help them reach their dream career. This information helps the teens articulate how their past experiences can translate to valuable workplace skills.

Make sure to include a deadline for which the application must be returned and who or where to return it. You may also want to include a job description on the application or send it along with the application. Educators may also want to send out a handout that includes tips on filling out an application (see the handout included, “Filling Out Your Application”). In addition, the application could ask for current teen and family contact information, a brief medical history, and several permission items that need to be initialed by a parent or guardian.

Conduct Interviews

Once the application due date has past it is time to schedule interviews. This is determined by the schedule of the facility, the schedule of the staff who will participate in interviews, as well as the teens’ schedule. A printed calendar is one way to make sure of everyone’s scheduled as arranged interview times are likely to change with teens involved. It is recommended to allocate at least 30 minutes per teen to allow time to ask questions, process with the teen, and evaluate their performance.

Educators may want to send out interview tips to all the teens (see the handouts included, “Interviews: What to Know Before You Go” and “Interview Do’s and Don’ts”). Many of the teens will never have participated in an interview before. Tips and guidelines may alleviate some of their stress.

Interview Tips for Staff:

- Include other teens after they have interviewed to gain multiple perspectives.
- Maintain consistency...a designated staff person should be present at all interviews.
- Provide distractions...a swivel chair, a pen, and a piece of paper are tempting.
- Let teens being interviewed take lead but be ready to prompt.
- Look for potential...not everyone knows where they could excel.

At the actual interview it is essential that interviewers begin to understand the teens’ skill set, their past experiences, and how they handle challenging situations. These details will allow each teen to be placed in the job that they are most likely to succeed.

Scoring Rubric

After speaking with at least 50 teenagers it is difficult to remember each face, how they responded to the interview questions, and why they want to work. The interview process is best completed with a scoring worksheet to give a point value for specific pieces of the interview.

For instance, you will be paying close attention to their introduction. You might be looking specifically for a firm handshake, eye contact, and the teen to state their name. The total value for the introduction is 10 points. If you only receive a weak handshake before the students takes their seat you might give them 3 out of the 10 points. You could also incorporate the written application into account in the scoring rubric.

Selecting Counselors

Now it is time to make the most difficult decision of the process...who is going to be selected? If you know the teen outside of the interview it is important to take that information into account. There are skills and personality traits you might know about the teen that will help you place them in the position where they can be most successful. Are they going to work well with others? Are they respectful to adults? Can they follow clear directions. Often, you will know many of the teens. However, asking the teens to provide references can be helpful because references might give a better idea of the teens’ talents and character. Also, adding submitting references to your application is another great experience in the job application process for teens to learn. You could have teens submit 1-3 reference letters.

Notifying Teens

Once the positions are filled it is time to send letters home to inform the teens if they were accepted as camp counselors. Letters should also be sent home to those who were not accepted.
Completing an Application

Why Should Teens Complete an Application?
Employers have reasons for requiring every job applicant to fill out a standardized job application. By having all potential employees complete their forms, they will have all the information needed for the initial screening process and have it listed in the same order for each person applying for the job. The application form makes it easier to select those applicants they want to interview, thus speeding up the selection process and benefiting the applicants. Scores are given to the applicant on neatness, accuracy, and completeness. The impression you make with your application form may be a lasting one. So, take it seriously, be prepared, and take your time to do it right.

Acquiring the Application Form
Include information about where and when teens can obtain the application. Indicate whether they must pick up the form from the office, if it is available on-line, or if they will receive it by mail. Tell the teens if they can fill out the form at the office or if they need to take it home to complete it. If they can fill it out at the office, list all information they will need to have on hand.

Preparing and Completing Applications
Include any information teen may need to know about completing the application, including whether or not to attach a resume, whether they will need to include references (who should be contacted beforehand), and whether they will need to attach any other information (e.g., a school report card). Also include the date and time the application must be returned by.

Application Do’s and Don’ts

Do’s:
- Proofread carefully!
- Type it or print very clearly in ink.
- Communicate your background clearly with action words. (i.e. developed, coordinated, maintained, managed)
- Use your full legal name, not a "nickname".
- Include all dates of employment or volunteer service and verify those dates. Use month/year format. (e.g., 08/05)
- Complete all blocks on the form. If an item is not applicable, put N/A (not applicable).
- Include all experiences - paid and volunteer.

Don’ts:
- Don’t misspell words.
- Don’t omit your signature or date of application.
- Don’t attach any other pieces of information (transcript, letters of recommendation, etc.) unless specifically requested.
- Don’t omit community, civic, church or club work.
- Don’t ever be negative.
- Don’t make your application a challenge to read - make it clear, complete and neat.
Interviews: What to Know Before You Go

Research the Job and Know Yourself
Preparation for the job interview is a key step in the interviewing process. It is important to learn as much as you can about the position and organization with which you will be interviewing. Taking the initiative to find out as much information as possible before the interview can make the difference between a successful or unsuccessful interview.

Another part of preparation for the job interview is assessing your skills, abilities, experiences, and accomplishments. This is something you may have already done as you developed a resume, however; it is important to be ready to respond to questions about yourself, and be able to communicate how you can meet the employer’s needs. Know yourself so you can sell yourself effectively during the interview. Good preparation is essential for effective interviewing.

Things to Know Before You Go
- Something about the organization and position you are applying for
- Why you are applying for the job
- What skills you bring to this particular job
- What you have done in the past that is relevant to this position
- What are your strengths
- What are your weaknesses
- What are your long term and short term goals
- Answers to “Tell me about yourself”
- Good questions to ask the interviewer

Possible Interview Questions
During the interview it is crucial to pay careful attention to the questions. Remember, not every employer knows his/her role as an interviewer, or is comfortable with it. Some questions may have several interpretations. If this occurs while you are interviewed, state what you think the interviewer asked or ask for more specific information before responding. For some questions, you may need a few seconds to think about your response before answering.

Here is a sample of questions that may be asked during an interview:
- What do you consider to be your greatest strengths and weaknesses?
- How would you describe yourself?
- How do you think a friend, employee or work partner, who knows you well would describe you?
- What motivates you to put forth your greatest effort?
- Why should I hire you?
- How do you spend your spare time? What are your hobbies?
- Why do you think you would like this particular job?
- Do you prefer working with others or by yourself?
- What have you learned from some of the jobs you have held?
- What is important to you in your work?
- How do you handle pressure?
- What type of activities outside work did you do that you can use on the job?
- What are your long range and short range goals?
- What qualifications do you have that will make you successful in our organization?
- What are your skills?
- What are your greatest accomplishments?
**Practice for the Interview**

Practicing your answers to these types of questions is a good way to prepare for an interview. This does not mean you should memorize responses. Rather, it is important to be prepared for a variety of questions that may be asked during the interview. It may be possible to practice a job interview with a friend or family member. Or you may also imagine yourself in an interview and how you would respond to the questions asked by the interviewer. Should you use this type of practice, it is important to imagine yourself responding successfully to the questions and feeling good about your answers.

**Show Enthusiasm**

You must indicate to the employer that you are interested. Enthusiasm, sincerity, tact, and courtesy are important qualities to communicate to the interviewer. These characteristics must be genuine and not appear phony. Try to be as natural and comfortable as possible during the interview.

**Typical Applicant Questions for Interviews**

Generally during an interview, the interviewer will ask if you have any questions for them. Be prepared to have a few questions ready to ask them. Here are some examples of things you may want to ask.

- What characteristics do you look for in applicants?
- What training and supervision is provided?
- What is appropriate attire for work?
- When might a decision be made as to whom will be offered the job?
- Will you notify me? (or) May I contact you later?
- Can I provide you with any further information?

**Dress for the Interview**

Dress appropriately for the job for which you are interviewing. Conservative clothing in coordinated colors is generally the best choice. If you are unsure of what is appropriate, visit the work site if possible before the interview to get an idea of the standard dress code. Dress a shade better than you normally would on the job. Pay careful attention to grooming details including nails, shoes, and hair. Your appearance should indicate that you are confident and pay attention to detail.

**After the Interview**

Immediately after the interview, use your notebook. Write down your general impressions of how it went and anything that may help you improve your future interviews. Were there questions you were not prepared for? What were they? How did the interviewer seem to respond to your answers? Could you have given better answers to some questions? How did he/she respond to any questions you asked? Do not be too hard on yourself—remember, giving a good interview takes practice, and besides no two interviewers are just alike and cannot be expected to respond the same to all your comments or questions. Note also any information the interviewer gave about the job itself, salary and benefits, as well as your impressions of the company. This will be helpful should it become necessary for you to choose between jobs.

Within a day or two after the interview, send the interviewer a brief thank you note expressing appreciation for his or her time and interest. This will show your interest and help keep you in the interviewer’s mind.

Be sure to include the following points:

- Express thanks for the interviewer’s time.
- Reiterate your interest in the job.
- Refresh the interviewer’s memory about who you are by referring to a point or two disclosed in the interview.
- Offer to provide additional information.
- Express a desire to hear from the organization soon.
Interviewing Do’s and Don’ts

DO be sure of the time, place and name of the interviewer.

DO plan to arrive early (at least 15 minutes).
This will give you a cushion against unexpected delays, like traffic jams, and shows reliability and interest.

DO dress neatly and conservatively in a style consistent with the job which you are seeking.
Do not be a slob, but do not overdress. For example, an expensive three-piece suit might be just the thing for certain top management sales positions, but if interviewing for a position as a maintenance foreman or a service station manager, the interviewer might assume you have unrealistic expectations about the job. In the latter case, a sport coat, or even a nice windbreaker and slacks might be more appropriate.

DO bring a pen and small notebook.
First you may be given information to write down, and you will not want to seem unprepared. Second, you will want to make notes after the interview with an eye to self-improvement, and as a reminder of what you have already said in case you are asked back for a follow-up interview.

DO remember and use the interviewer’s name (NOT the first name, unless you are so invited).
If the interviewer is a woman use Ms., unless you know beforehand whether she prefers Miss, Mrs. Or Ms. Should you run into an interviewer whom you know has a doctoral degree, such as a Ph.D., be sure to address him or her as Doctor.

DO offer to shake hands when you meet the interviewer.
At the end of the interview, offer to shake hands again. This applies regardless of your sex, or that of the interviewer.

DO avoid negative body language or distracting habits.
(Ex. crossing arms, swinging leg or foot, twisting in chair, slouching, covering mouth while speaking).

DON’T sit until the interviewer offers you a chair or seats him/herself first.

DON’T chew gum or tobacco.

DON’T wear a lot of cologne or perfume.

DO consider your answers carefully.
A thoughtful pause on the “tough” questions is quite permissible, and in fact, will probably make a better impression than if you blurt out the first thing that comes to mind.

DON’T brag about who you know (important connections, etc.)

DO be alert for the intentional introduction of stress factors.
Avoid showing insecurity or discouragement, even though you may understandably feel that way. Remember that you are a worthwhile person, however the interview comes out.

DO ask questions: About the company, the department, the job itself and tasks involved.
Asking intelligent questions will probably require some research. Show your interest and knowledge. Find out what will be expected of you on the job and tailor your answers and comments accordingly.

DO bring your sense of humor along.
Sample Position Description

4-H Junior Camp Counselor
4-H Youth Development
Ohio State University Extension
Ohio County

Position Title: 4-H Junior Camp Counselor

General Purpose:
• Attend 4-H Junior Camp (DATES)
• Supervise campers from the time they arrive at the boat dock on Friday until the time their parents/guardian pick them up on Monday
• Plan, prepare, and conduct camp activities and programs

Specific Responsibilities:
• Participate in as many camp counselor training sessions as possible.
  o Arrive on time and ready to participate.
  o Notify the Extension Office ahead of time (in writing or by phone) if you are going to miss any meeting.
  o Obtain any written materials from the meeting(s) you miss and complete an at home activity covering those materials.
  o A minimum of 24 hours of training is required. Obtain a training schedule for more details.
• Read all materials given to you by the 4-H Extension Educator or adult staff. Ask questions as needed. You are required to review all the material presented if you missed that session.
• Returning counselors have a role in teaching and leading new counselors. This may include:
  o Leading activities and discussions at training meetings.
  o Serving as a committee chairperson.
  o Mentoring a younger counselor at camp.
• Read, agree to, and sign the Ohio 4-H Camp Counselor Standards of Behavior and Camp Counselor Contract.
• Serve on at least one Programming Committee to plan, prepare, and conduct camp programs.
• Teach or assist with sessions at camp (such as crafts, nature, science, recreation).
• Returning counselors will be required to take leadership with one session and actively assist with additional sessions.
  o First year counselors will be required to actively assist with sessions.
  o Lead and supervise campers in your cabin, your color group, and during sessions. At no time will camp counselors leave campers unattended.

Benefits:
• Reduced camp fee - $20
• Camp Staff T-Shirt
• Opportunity to help young 4-H members learn and have fun
• A great learning experience which will help you:
  o Develop leadership skills
  o Practice public speaking skills
  o Develop and practice organizing and planning skills
  o Achieve greater responsibility as a teen member and leader
  o Learn about children and their needs
  o And...All of these experiences are an asset to an employer. You are developing useful job and personal skills.
• Fun with campers and counselors during training and at camp (campers come first!)
Sample Application Letter

To: Potential Camp Counselors
Re: Camp Counselor Application

November 1, 2008

Greetings!

Enclosed you will find a 2009 4-H Camp Counselor Application. Please complete this application and the questions attached if you are interested in being a camp counselor for the 2009 Ohio County 4-H Camp.

Camp counselor applications will be required of all candidates regardless if you have been a counselor for Ohio County 4-H Camp in the past.

Past camp counselors: will still be required to complete a face-to-face interview with Extension staff.
For new counselor applicants: you will complete a short interview and 2 to 3 interactive activities regarding camp and camp planning. Please do not be nervous, this will be a very casual process in which myself along with adult staff members will be observing you in various situations. We just ask that you try your best and be yourself! All new applicants are asked to attach a letter of reference which is enclosed…if you have trouble obtaining this prior to the application deadline, please contact me to make other arrangements.

All applicants (new or old) should consider this selection process as a job interview. This means dressing and acting the part. Nice dress pants/skirts and button down shirts/sweaters would be appropriate. NO JEANS!

The application must be returned to the Extension Office no later than Monday, December 1st.
For past counselor applicants, interviews will take place on Monday, December 8th from 6:00 p.m. to 9:00 p.m. For new counselors, interviews will take place on Tuesday, December 9th from 6:00 p.m. to 9:00 p.m. Please sign up for the time of your choice at the bottom of this page and send in with your application. If there is a conflict and you are unable to make any of these times, please contact the Extension office at your earliest convenience.

Best Wishes & Good Luck,

NAME
OSU Extension Program Assistant
4-H Youth Development

****

Please indicate below which session you will be able to attend and return with your application.

Name: _________________________________________________________________

<table>
<thead>
<tr>
<th>Past Counselor Applicants</th>
<th>New Counselor Applicants</th>
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<tbody>
<tr>
<td>Monday, December 8th</td>
<td>Tuesday, December 9th</td>
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CampWORKS Toolkit © 2011 OSU Extension
Sample 4-H Camp Counselor Application
New Applicant

***Application Due by December 1st***

1. All applicants must be a current high school student (freshman – senior)
2. All interested in serving as a camp counselor for Ohio County 4-H Camp MUST complete an application.
3. An interview schedule will be sent after the application deadline.

NAME: ____________________________________________________   AGE/GRADE: ______________

ADDRESS: __________________________________________________________________________________

CITY: ___________________________   ZIP CODE: ___________ PHONE #: __________________

E-MAIL ADDRESS: ________________________________________________________________

4-H CLUB: ___________________________   MAIN ADVISOR: _________________________________

In case of Emergency, contact:

Name: _____________________________________   Relationship: _____________________________

Address: __________________________________   Phone #: ________________________________

Have you ever attended 4-H Camp as a camper?  ___________ Yes  ___________ No

____ 4-H Camp   _____ Day Camp_____ Other, please describe

Have you ever served as a camp counselor?  ___________ Yes  ___________ No

____ 4-H Camp   _____ Day Camp_____ Other, please describe

I understand that if selected to serve as a teen counselor for Ohio County 4-H Camp, I will be expected to attend at least 24 hours of meetings and training sessions. I also recognize the commitment and responsibility involved with being a 4-H Camp Counselor and I believe I am able to accept the challenge. My status as an Ohio County 4-H Camp Counselor may be terminated by either party at any time for failure to abide by these or other policies and procedures.

____________________________________________________   _____________________________
Signature of the Applicant   Date

My child has my permission to apply to be a 4-H Camp Counselor for Ohio County. I realize the responsibility the position holds. I feel my child can accept the commitment and follow through with all assigned tasks and duties.

____________________________________________________   _____________________________
Signature of Parent/Guardian   Date

All educational programs conducted by Ohio State University Extension are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or Vietnam-era veteran status.

Issued in furtherance of Cooperative Extension Work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Keith L. Smith, Director, Ohio State University Extension.
Rank the following camp programs that are of interest to you and in which you could give leadership if selected as a counselor. Mark 1 (favorite), 2, and 3 under Daytime Programs and 1,2, and 3 under Evening & Special Programs.

**Daytime Programs**
- ___ Crafts
- ___ Afternoon Recreation
- ___ Theme & Decoration
- ___ Songs

**Evening Programs**
- ___ Campfire
- ___ Flags
- ___ Evening Recreation
- ___ Inspiration

Complete at least two of the four areas below with your ideas for interesting and exciting camp programs and activities. You may ask your family, 4-H club members and advisors to help generate ideas.

Craft Ideas: _________________________________________________________________
___________________________________________________________________________

Guest Speaker/Special Program Ideas: ___________________________________________
___________________________________________________________________________

Recreation (afternoon or evening) Ideas: __________________________________________
___________________________________________________________________________

Campfire Activities: ___________________________________________________________
___________________________________________________________________________

Please answer the following questions

1. What is your favorite part of 4-H Camp and why do you think it is important?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Why are you interested in serving as a camp counselor?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. What previous experience do you have working with youth? (i.e. Sunday School helper, mentoring program, etc.)
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. What activities have you been involved in through 4-H?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
5. What are some of your school, church and community activities other than 4-H?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

6. Do you have any special hobbies or talents that you would share with Campers?
(Example: singing, playing a musical instrument, art, etc.)
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

7. What are some of the reasons for conducting 4-H Camp, besides fun?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

8. How do you see the role of a camp counselor and how can you fulfill this role? Why should you be selected as a counselor this year?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

9. What areas would you like to see changed or improved upon for the 2008 Ohio County 4-H Camp?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Each year the counselors select a camp theme and plan all the camp activities and programs around that theme. After giving this important topic of “Theme” some thought, write your ideas below and five specific ideas to carry out that theme. New and different ideas for activities are best!

Theme: ______________________________________________________________

Activities: _____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Page 3
1. All applicants must be a current high school student (freshman – senior)
2. All interested in serving as a camp counselor for Ohio County 4-H Camp MUST complete an application.
3. An interview schedule will be sent after the application deadline.

**NAME:** ____________________________________________________   **AGE/GRADE:** _____________

**ADDRESS:** ____________________________________________________________________________

**CITY:** ________________________________   **ZIP CODE:** ___________ **PHONE #:** ______________

**E-MAIL ADDRESS:** ______________________________________________________________________

**4-H CLUB:** _____________________________ **MAIN ADVISOR:** ____________________________________________________________________________

**In case of Emergency, contact:**

**Name:** _____________________________________   **Relationship:** _____________________________

**Address:** ___________________________________   **Phone #:** _________________________________

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__________________________________________________   _____________________________
**Signature of the Applicant**   **Date**

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As counselors each year you work together to select a camp theme and plan all the camp activities and programs around that theme. Write your ideas for a theme below and five specific ideas to carry out that theme. New and different ideas for activities are best!

Theme: __________________________________________________________

Activities: ______________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Essay: By serving as camp counselors you are preparing yourselves for college and the workforce. Many of you will be applying for college, scholarships and jobs. Often time an essay is a part of this process. So, to apply for camp counselor this year, please practice your essay writing by completing the following. On a separate piece of paper, submit a typed, double spaced, one page essay on each essay topic.

Essay Topic 1: Please share how some of the skills you have obtained by serving as a camp counselor and how you feel they will help you in your future endeavors.

Essay Topic 2: Indicate a person or event that has had a significant influence on you and describe that influence.
Sample Interview Questions
New Applicant

Interview Questions
4-H Camp Counselor Position

1. Please tell me a little about yourself.

2. What activities are you involved in at school, 4-H projects, etc.

3. What is your favorite subject in school?

4. Why do you want to be a camp counselor?

5. Please describe your experience working with younger children or other leadership experiences you have had and how they may qualify you for a camp counselor position.

6. If selected as a counselor, what do you think your most important job will be?

7. How would being a camp counselor effect your personal growth?

8. Why should the 4-H Camping program be offered to youth?

9. If selected, what would you bring to the counselor team?

10. If selected, what would challenge you as a first year counselor?

11. If selected, do you have any conflicts with the camp date or with counselor training meetings throughout the year?
Sample Interview Questions
Returning Applicant

Face – to – Face Interview Questions
4-H Camp Counselor Position

1. Share with me how camp went last year. Any suggestions or improvements? What things were successful?

2. What types of activities or things have you found successful in welcoming and getting to know your cabin campers?

3. What types of things do we need to teach during counselor training to help improve our counselor team this year? What types of things would you like to further learn?

4. What do you feel YOU need to work on this year to become a better counselor?

5. Here are the things that the camp adult staff would like to see you improve on…
   - Lead
   - More participation
   - Organized/better communication

For second year applicants:
1. How can we make the first kick-off meeting better for new counselors coming in?

2. Did you feel prepared when you walked into camp to serve as a counselor?
Sample Scoring Rubric

**Adventure Central JET Program**

**Interview Evaluation Form**

**Applicant’s Name:** __________________________  **Date** ______________

**Scorer Initials**______________

Rate the Applicant On the Following:

<table>
<thead>
<tr>
<th>Rating Points</th>
<th>Points Possible: 150</th>
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<tbody>
<tr>
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</tbody>
</table>

**Interview**

1. **Arrival time**
   - (5=early, 3=on time, 0=late)
   - Rating Points: _____  
   - Points Possible: 5

2. **Proper introduction**
   - Handshake, name, “greeting” (5=all three, 3=two, 0=none)
   - Rating Points: _____  
   - Points Possible: 5

3. **Knowledge of position**
   - (10=explains details about position, 5=knows some things, 0=knows nothing)
   - Rating Points: _____  
   - Points Possible: 10

4. **Good posture and eye contact**
   - (10=excellent, 5=some eye contact, 0=slouching, no eye contact)
   - Rating Points: _____  
   - Points Possible: 10

5. **Appearance/grooming**
   - (10=very neat, dressed to do job, 5=average, 0=sloppy, not clean)
   - Rating Points: _____  
   - Points Possible: 10

6. **Spoke loudly and clearly**
   - (10=could hear every word, 5=some trouble hearing, 0=could not understand)
   - Rating Points: _____  
   - Points Possible: 10

7. **Self-confidence**
   - (10=very confident, 5=a little nervous, 0=shaking, very nervous)
   - Rating Points: _____  
   - Points Possible: 10

8. **Persuasive**
   - (20=gives many good examples, 10=gives some good examples, 0=no examples)
   - Rating Points: _____  
   - Points Possible: 20

9. **Appropriate answers to question**
   - (15=answers most questions fully, 8=answers some questions fully, 0=no good)
   - Rating Points: _____  
   - Points Possible: 15

10. **Asks questions**
    - Rating Points: _____  
    - Points Possible: 5

**Application**

1. **Grades**
   - Rating Points: _____  
   - Points Possible: 10

2. **Knowledge of position**
   - Rating Points: _____  
   - Points Possible: 10

3. **Knowledge of position**
   - Rating Points: _____  
   - Points Possible: 10

**Total Points**

- Rating Points: _____  
- Points Possible: 150
To: Camp Counselor Applicants
Re: Counselor Selections

December 15, 2008

Congratulations!

You were selected to be a part of the 2009 4-H Camp Counselor staff! We feel that you have the leadership skills and personal qualities necessary for working with young people. You should be very proud of this accomplishment because there were many qualified applicants that went through the selection process. As part of this team, you will be instrumental in planning and conducting the camp program and making camp a positive experience for more than 150 Ohio County Youth.

As part of this responsibility, you will be responsible for obtaining a minimum of 24 hours of training prior to camp. This will not be difficult if you attend the majority of the meetings and training sessions. You will receive further information about these meetings and trainings at our first organizational counselor meeting on January 8, 2009 from 7:00 to 9:00 p.m. The meeting will be held in the Center meeting room at the Extension Office located at 111 Fair Road. We order pizza during each meeting, so please bring $2-3 if you would like to participate. Past counselors, please bring your 3-ring notebook. New counselors, you will be given a notebook that evening. Part of being a counselor is being responsible and organized, having your notebook with you will help to achieve those tasks.

If you are unable to attend any meeting, please personally (this shows responsibility) contact me to let me know. If you do not contact me and do not show up to a meeting this will be considered an unexcused absence. Two unexcused absences will result in your dismissal from the counselor team.

We look forward to working with you at future counselor training meetings to prepare you for your responsibilities and develop the camp program. Once again, congratulations and welcome to the 2009 4-H Camp Counselor team. We are confident that the 2009 4-H camping program will be a great success!

If you have any questions please give me a call at (123) 456-4444 or email at email@osu.edu

Sincerely,

All educational programs conducted by Ohio State University Extension are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability or Vietnam-era veteran status.
To: Camp Counselor Applicants
Re: Counselor Selections

December 15, 2008

Thank You!

Thank you for applying and going through the 4-H Camp Counselor selection process and for your interest in making camp a positive experience for Ohio County youth. The adult staff and I had a difficult task of selecting counselors this year. We are sorry to inform you that you were not selected to serve as a Camp Counselor for 2009.

HOWEVER, we would strongly encourage you to apply again next year. We hope that this has been a positive experience for you and just going through the selection process will help you to know what we expect from counselor applicants in the future.

All of our applicants have great potential to be valuable members of our team in the future. As you know, being a 4-H camp counselor is a privilege and responsibility. We would like to see you further enhance your leadership and youth development experiences by getting involved in other aspects of the 4-H program. The more experience you have, the faster you will rise above the rest in future interviews. In addition this will give us a chance to get to know you better while you have fun gaining more responsibility. Serving as a Day Camp counselor, becoming a member of the Junior Leadership Club, attending Ohio 4-H Teen Conference are just a few of the opportunities that could help you gain additional experience and leadership skills. Please call me if you have further questions.

Once again, thank you for your application and we hope you apply again next year! If you have any questions please give me a call at (123) 456-4444 or email at email@osu.edu.

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