

Welcome!!

Thanks for your interest in being a leader and role model at the Betsy-Jeff Penn 4-H Educational Center this summer. The following information should help you decide if working at a 4-H Summer Camp is right for you.



What can I do at Penn 4-H Center this summer?

- Cabin Counselor
- Day Camp Leader
- Lifeguard
- Canoe Instructor
- Climbing Instructor
- Horse Instructor
- Archery Instructor
- Craft Instructor
- Health Coordinator
- Lead Counselor
- Day Camp Coordinator
- Adventure Coordinator

How long does Summer Camp last?

Each summer camp session is one week in length, from Sunday afternoon to Friday morning. There are eight weeks of camp, preceded by two weeks of Staff Training. Staff Training tentatively begins June 7th and most summer staff will work through August 14th.

What qualifications and expectations must I have?

Staff must have a willingness to lead, show patience and love toward children, and demonstrate a sense of good will and support toward others. Good cabin counseling is at the heart of camp life and counselors live in the cabins with the campers. Consequently, staff must be positive, creative, self-motivated and energetic people. Staff receive one hour off each day, one evening off (3 ½ hrs) during the week, and Friday evening to Sunday morning off. Applicants must be 18 yrs of age to work with resident camp, unless they have successfully completed the Leader-In-Training program.

Do I get paid?

Summer staff receive a weekly salary that varies depending on experience, certifications, and your position at Penn. The base salary for first year cabin counselors is \$200 per week, which is comparable to many other camps within the ACA guidelines. Payment is biweekly. Room, board and workers compensation insurance are added benefits included in staff benefits.

How do I apply for a position at the Betsy-Jeff Penn 4-H Center?

- Complete the NCSU Temporary Application (downloaded from our webpage) and the Code of Excellence (scroll down on this page), then return these forms to Penn.
- Distribute reference forms (scroll down in this file) to **three** individuals that are not friends or family, asking them to mail the forms directly to Penn.
- Once we have received your NCSU application, signed Code of Excellence, and three reference forms, we will contact you to set up an interview. All prospective staff must pass a NCSU Criminal Background Check before hire. If you are selected for our staff you will receive a work agreement, tax forms, and additional information.

Application materials must be filled out in totality. Please make yourself aware of camp policies and programs so that you have a very clear understanding of our expectations. You can find more info about 4H and the Betsy-Jeff Penn 4H Center by visiting www.nc4h.org or www.bjpenn4h.org.

Application Materials should be sent to:

Betsy-Jeff Penn 4-H Center
Summer Camp Director
804 Cedar Lane
Reidsville, NC 27320

Questions can be directed to:

Josie Shafer, Summer Camp Director
Email: josie_shafer@ncsu.edu
Phone: 336-349-9445

5. Describe the applicant's strengths.

6. In what ways could they grow and improve?

7. What three words come immediately to mind when thinking of this person?

8. How do they handle stress/ and or conflict?

9. Would you be comfortable and confident to trust your son/daughter to the applicant's leadership and influence?

10. Would you rehire this person? Why or why not?

11. Please write additional comments that might help us in making a fair evaluation of this applicant.

Please complete and return within five working days to:

Summer Camp Director
Betsy-Jeff Penn 4-H Center
804 Cedar Lane
Reidsville, NC 27320

Betsy-Jeff Penn 4-H Educational Center Personnel Procedures/Code of Excellence For Summer Staff

A. CONDITION OF EMPLOYMENT

1. Staff members will have an understanding of the North Carolina 4-H program or will acquaint themselves with it.
2. Staff members will strive at all times to promote the objectives of the program and to follow the policies set forth in this document.
3. Staff members will each have a position description which will cover the purpose, duties, and qualifications.
4. The Employment Agreement and necessary tax forms must be signed within 48 hours of start of work.

B. POSITION ASSIGNMENTS OR CHANGES

1. Efforts are made to secure the best qualified individuals for all positions. There will be no discrimination on the basis of race, color, religion, creed, national origin, sex, handicap or sexual orientation.

C. COMPENSATION

1. Salary ranges are established for the position in keeping with similar positions at other educational centers and in relationship to the responsibilities of the job. These conform to State and Federal regulations.
2. Salary will be as stated in the Employment Agreement and will include board and lodging. Social Security is provided with contributions made by the employer and employee as required by law. Federal and State Income Taxes are deducted if required by law (if an employee has no other income during the year, they may sign a Federal Form which will eliminate withholding of taxes).
3. No tipping or receipt of any gratuities is allowed.
4. Pay checks are distributed electronically, every other Friday, after 8:30am. Paychecks reflect work completed a full two weeks prior to distribution. Pay stub information is available at the MyPack Portal of the NCSU website.

D. INSURANCE

1. Workers Compensation: Any employee who suffers a personal injury arising out of and in the course of his/her employment shall be paid compensation in the manner of, and to the extent provided by State Worker's Compensation laws. This insurance does not cover injuries on the Center grounds when staff are not working.
2. A blanket bond is provided by the State of North Carolina to give protection to any person who handles Center money.
3. The Center does not assume financial responsibility for money or personal possessions of staff members including loss, theft, fire, etc.
4. For insurance and safety reasons, no open flames (candles or otherwise) are allowed in any sleeping quarters. Fires are allowed only in fireplace, and only after seeking approval from Maintenance Director.

E. WORK SCHEDULE

1. Staff members are on duty from Sunday through Friday.
2. Responsibilities include both day and evening programs as well as overnight supervision in the cabins.
3. Staff members will be properly prepared for all instruction and other responsibilities and will help in all phases of programming, including keeping the Center, staff house, and cabins clean and in order.
4. Staff members will cooperatively make inventories, beginning and ending, of all equipment and supplies, and properly prepare the Center for the end of the summer season/beginning of the fall programming season.
5. Staff may be asked to take time off during weeks when a full staff is not required.
6. All staff members are required to report to staff orientation and to participate in every aspect of staff training, unless special permission has been granted by summer camp director ahead of time.
7. The camp staff members and center directors will work cooperatively with the kitchen staff, maintenance staff, and others toward the best interest of the campers. Likewise, those staff members will work with visiting county agents, volunteers, and LIT's to meet the objectives of the camp.

CAMP TRANSPORTATION

1. A vehicle is provided for Center business and may be used by staff members for business only, when requested by the Director.
2. No employee is expected to use their own vehicle for Center business. If an employee chooses to use their personal vehicle for center business, it will be the responsibility of the employee to turn in mileage for reimbursement. The vehicles must be parked in designated areas and are prohibited from being operated in a manner that interferes with the program or compromises the safety of any person, or diminishes the condition of the vehicle.
3. Staff members must be approved before driving any center vehicle. This includes golf cart, ATV, Vans, Tractors, Lawnmowers, etc. These vehicles should be used for business purposes only.

F. CENTER EQUIPMENT AND FACILITIES

1. Canoes, boats, sports equipment, horses, etc. may be used by the staff members when it does not interfere with the program and with their duties, and according to Center rules, under the permission of the Director.
2. A staff member may only use personal equipment (climbing harness, gear, etc.) for program use if it has been approved by the Director.
3. When using pool or lake during off time, a certified lifeguard must be present. All rules and regulations pertaining to pool and waterfront must be followed.
4. Horseback riding by staff, must be led by approved horse instructor and permission given by Director. All rules and regulations pertaining to riding must be followed.
5. All equipment must be returned promptly to its proper place, in the same or better condition than it was found.
6. All keys, first aid kits, and other items issued to staff members are property of the Center and must be returned upon completion of employments.
7. Staff may not use chain saws, table saws, or other power tools unless approved by the Maintenance Director.

G. PERSONAL REQUIREMENTS

1. Be prepared and ON TIME for all assigned activities.
2. Clothes will be appropriate for instruction; neat and clean at all times. Clothes advertising drugs, alcohol, or inappropriate behavior, will not be permitted and result in dismissal.
3. Closed toed shoes will be worn at all times when on duty. Water shoes or sandals (with ankle strap) will be permitted at canoe dock and at pool only.
4. Visible body piercings and tattoos deemed offensive or inappropriate, should be covered if possible. Large or dangling earrings, or body piercings that could pose a health concern (being ripped out, etc.) should be removed.
5. **No alcoholic beverages allowed at the Center at any time. Being under the influence is cause for immediate dismissal. Possession of alcohol on Center grounds at any time is grounds for dismissal.**
6. **No drugs allowed, except prescription drugs under doctors prescription. Medications must be in the original container. Improper and illegal use is cause for immediate dismissal.**
7. Smoking is permitted in the designated area (back deck of staff house) only, and only during designated break times. Smoking is never permitted in front of campers.
8. Each staff member will keep living quarters clean and orderly and will share in keeping common areas clean.
9. Staff members will act in a professional manner and control emotions when problems arise. Staff will openly and honestly discuss problems with relevant parties to seek the solution which is in the best interest of the Center, and of themselves.
10. No personal phone calls may be charged to the Center. Staff members must make individual arrangements to charge long distance calls to a card or third party number.
11. Staff members may have no visitors to camp while campers are present. Nor may they accept personal phone calls except in the case of an emergency.
12. Staff members may not engage in practical jokes or horseplay with other staff members or campers. This creates an undesirable atmosphere and a ripple effect among cabins and campers which is unprofessional and problematic.
13. Staff members may never touch a camper in an effort to discipline, restrain, or punish him/her. In an emergency, however, reasonable force may be used to restrain an out-of-control camper. Problem campers must be brought to the attention of the summer camp director.
14. Staff members may not leave the Center while camp is in session without the expressed consent of the summer camp director.
15. All staff must be in their *own* cabins/housing by 11:00 pm.
16. All radios, televisions, and lights must be turned off by 11:00 pm. Noise must ALWAYS be kept at an acceptable level.
17. Staff members who are lacking in desire, enthusiasm, or preparedness due to lack of rest, or other personal reasons, will be consulted by the director. The staff member will be given an opportunity to correct the problem, after which the staff member will be dismissed if the problem is not corrected.
18. Staff members will act as a positive role model to campers and LIT's (Leaders in Training) at all times, and will adhere to safety regulations at all times.

19. Sexual harassment is a form of sex discrimination in violation of Federal Law and will not be tolerated. Incidents of sexual harassment will lead to serious action up to and including dismissal.

20. Staff members must provide valid copies of all currently held training certifications to the camp administration office by the end of staff orientation.

21. Staff are also required to put forth a positive image in the community-at-large. This includes not only the physical community of Rockingham County, but also the "virtual" or "online" community. It is not in the best interest of the Center for staff to be drinking, disruptive, or generally disrespectful in a Betsy-Jeff Penn staff shirt. Also, realize that direct or indirect linkage to Betsy-Jeff Penn in a staff member's online presence (Myspace, Facebook, Craigslist, etc.) can be quite hazardous to the Center's reputation, and therefore discouraged.

H. INTERPERSONAL RELATIONSHIPS

The NC State University policy on Interpersonal Relationships

(http://www.ncsu.edu/policies/campus_environ/health_safety_welfare/POL04.20.6.php) shall apply to relationships between 4-H employees/volunteers and 4-H participants. Special attention should be given to the following part of that policy:

4.1 While close working relationships are encouraged among faculty, staff, [volunteers] and students [4-H participants], it is misconduct, subject to disciplinary action, for an individual to exercise direct supervisory, evaluation, instructional, and/or advising responsibilities, or participate in hiring, retention, promotion, or award decisions, for someone with whom there exists an amorous relationship or to whom they are related by blood, law or marriage. Both the fact and semblance of any exploitation must be avoided. The relative difference in power - actual or perceived - in working relationships must be recognized by faculty and staff and not be employed to anyone's advantage or disadvantage.

4.2 It is misconduct, subject to disciplinary action for a University employee [or volunteer] to engage in sexual activity with any enrolled student of the institution [or 4-H participant], other than his or her spouse, who is a minor below the age of 18 years. Further, such sexual relationship can result in criminal liability.

I. SICK LEAVE

1. If a staff member is sick for a short term, efforts will be made to have one of the other staff members substitute for them in their duties and there will be no loss of compensation.

2. If a staff member is unable to work for a period of time that necessitates the hiring of someone to take their place, there will be loss of compensation.

3. Any necessary leave from the Center must be arranged with the Center Director and Summer Camp Director.

J. SEPARATION FROM DUTY

1. The employment period will be as listed on the employment agreement.

2. A staff member's employment may be terminated if it is necessary for their best interest and in the best interest of the Center and the campers.

K. GRIEVANCE PROCEDURES

1. Any serious problems which arise should be discussed with the Director for possible solutions.

2. If needed, consultation may be arranged with the State 4-H Program Director.

L. EVALUATIONS

1. Each staff member will attend an evaluation meeting with the Director after about 3 weeks of employment, and other times as designated by the Director.

2. Staff members will prepare a written evaluation of the program to offer suggestions for improvement, facilities, program format, etc., to be turned in to the Director at the end of their employment.

3. Staff members receive written evaluations weekly prepared by the Coordinating Agent and visiting staff of that particular week. These evaluations are shared with the individual staff persons at the Friday staff meetings and are kept on file.

4. Staff members will be evaluated by the Director for consideration of re-employment for following seasons.

5. Staff that fail to follow policy/procedure or conduct themselves inappropriately will receive an employee counseling session. An employee counseling form will be completed and filed. Depending on severity of the situation, the employee may receive a verbal warning, reprimand, or termination.

M. CODE OF EXCELLENCE

1. Each cabin counselor and instructor is charged with the safety and welfare of all campers 24 hours a day.
2. Exhibit leadership, maturity, and professionalism in promoting the ideas of 4-H camp at all times. Assume total responsibility for your campers and your assigned duties.
3. Be enthusiastic! Immerse yourself with the campers and in the program.
4. Empathize. Always put yourself in the "other person's position" before you act, whether that person be a fellow staff member, a director, agent, volunteer, parent, or camper.
5. Support one another. A positive, cooperative, and supportive attitude will go a long way toward making this a successful summer for all.

N. GENERAL

1. Collections, projects, exhibits, and all written materials prepared by the staff member during duties as an employee are the property of the Center.
2. Each staff member is responsible for the care and security of all materials and equipment belonging to the Center.
3. Purchase of supplies and equipment may not be made without the expressed permission from the Director.

O. LIKENESS RELEASE

Voice and Likeness Release: (optional, please check box if NOT giving consent)

I understand that the 4-H Center is a division of the Department of 4-H Youth Development, College of Agriculture and Life Sciences, North Carolina State University (hereinafter referred to as University). By this release, I consent to the use of my, or my child's, likeness and voice, including all photographs, video, internet use, and sound recording for educational purposes by the University, or anyone authorized by the University. I acknowledge that the University is the sole owner of all rights to such material on my participation. I understand that I shall receive no compensation for my, or my child's appearance and participation in this project. If the participant is a minor child, I represent that I am the parent/guardian and I hereby consent to the foregoing on his/her behalf.

I have read and understand this document. I also hereby signify to Betsy-Jeff Penn 4-H Educational Center that I agree to abide by the provisions of this document.

Employee's Signature _____ Date _____

Parent/Guardian Signature (if staff member is under 18) _____

