

Rutgers Cooperative Extension of Somerset County  
**Summer Camp Volunteer Application**  
**TOPS Camp**  
**(June 26 – June 30, 2017)**

*(For Teens who have graduated 8<sup>th</sup> grade & older)*

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Name you prefer to go by \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

School \_\_\_\_\_ Grade Completed as of June 2017 \_\_\_\_\_

Birthdate \_\_\_\_\_

Parent(s) Name \_\_\_\_\_ Parent(s) Day Phone (\_\_\_\_) \_\_\_\_\_

T-shirt size \_\_\_\_\_

**APPLICATION DUE APRIL 21. VOLUNTEERS WILL BE ANNOUNCED BY MAY 12.**

*Please note:*

- *There will be a mandatory training **Tuesday, May 23 at 7pm for new counselors and new CIT's only***
- *There will be a mandatory training for ALL counselors/ coordinators and CIT's **Saturday, June 24, 10am-3pm***

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For Office Use Only

Date Received: \_\_\_\_\_

# Rutgers Cooperative Extension of Somerset County Summer Camp Volunteer Application

1. Are you a 4-H Member  Yes  No (priority given to 4-H members)

In what county are you a 4-H member? \_\_\_\_\_  
(County/State)

To what club(s) do you belong? \_\_\_\_\_

\_\_\_\_\_

2. In a short *Personal Statement* please describe your reasons for volunteering and what you wish to gain from being a TOPS Camp Volunteer. Please type your response on another sheet of paper.

3. Have you been a TOPS camp volunteer before? If so, in what role? \_\_\_\_\_

4. What position are you interested in?\*\*\* - circle all that apply:

Counselor/CIT      Logistics      Arts/Photographer      Other \_\_\_\_\_

5. Experience working with youth (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Describe activities or programs you would be willing to teach or lead (include sports, music, singing, cheering, dancing, crafts, club related or hobby related skills)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. **Please provide the name, address, phone number and e-mail address of one adult reference.** May be a 4-H club leader, teacher, employer, or a volunteer of another youth group. May NOT be a relative.

\_\_\_\_\_  
\_\_\_\_\_

*\*\*\*Please Read All Roles and Responsibilities for Camp before Submitting This Form\*\*\**

## Overview of All Roles and Responsibilities for Camp

**Everyone is expected to be at camp from 8:15 – 5:00 each day**

### All Volunteers will

- Get adequate or extra sleep. This is a busy week.
- Come with a smile and great attitude.
- Be friendly
- Use positive guidance methods when working with campers
- Remind campers of rules & behavior expectations
- Stand, walk, or sit next to those needed “guidance”
- Use a look, or hand signal or soft voice to correct behavior. Do not yell.
- Use positive words & tell them what you want them to do. “Talk softly.” “Walk on the path.”
- Actively participate in any training and planning meetings.
- Always be a positive role model.
- Respect campers, parents, staff & chaperones
- Treat campers equally. Do not show favoritism
- Follow established rules and help participants do the same.
- Promote positive 4-H spirit and help ensure that every camper has a safe, fun experience.
- Supervise campers in groups and on outings.
- Remind campers of expectations (to listen, to stay together, to speak one at a time, etc.). Ask for help with behavior problems.
- Promote other 4-H and RCE opportunities to campers.
- Provide a safe, fun learning experience for campers
- To foster friendships and learning
- gain experience working with youth
- have fun- But never at the expense of a camper and without disobeying any rules

### Counselors and CIT's will:

- Develop and lead activities appropriate for youth
- Lead and assist with assigned programs, workshops, games, and recreation.
- Always be with the campers are and make sure they are where they're supposed to be.
- Always stay with the group
- Use positive guidance methods when working with campers
- Notify someone if help is needed

### Campers will:

- Have fun.
- Learn to live, work, and play with others.
- Learn self-reliance.
- Learn some new skills and interests.
- Learn about RCE & 4-H.
- Follow established program rules.

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**Logistics Coordinators will:**

- Help set-up and clean up where necessary
- Prepare for events that day
- Prepare, Distribute, and clean up snacks
- Fill water containers throughout the day
- Assist the presenter coordinator when needed
- Help parents and Counselors to let them know directions and procedures
- Clean up after workshops and events as necessary
- Respond to any directions from staff
- Ask for help as needed
- Assist presenters in set-up and takedown of activities

**Arts/Photography Coordinators will:**

- Coordinate the activities in the art room
- Distribute supplies/games upon request
- Assist logistics coordinators
- Replace any absent Counselors
- Report to the art room during any camper free time
- Ask for help as needed
- Maintain order in the art room (Using Positive Guidance Methods)
- Clean up after campers in the art room
- Make sure the room is organized at the end of every day
- Take pictures of all workshops and events
- Assist other staff as needed
- Take group pictures in front of group signs at some point during the week
- Upload pictures to a laptop throughout the day
- Assist with the camp yearbooks
- Create an end of camp slideshow for everyone to see

**Rev cb/lsr/12/16**

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