

Iron County Summer Youth Camp Staff Application Packets



- **Application**
- **Cover Letter**
- **Resume**
- **References**

Deadline is March 1, 2019

University of Wisconsin, United States Department of Agriculture and Wisconsin counties cooperating. An Equal Opportunity/Affirmative Action employer, the University of Wisconsin-Extension provides equal opportunities in employment and programming including ADA and Title IX requirements.



Neil Klemme

4-H Youth Development Educator

Cooperative Extension - University of Wisconsin-Extension
Courthouse - 300 Taconite Street, Suite 118
Hurley, Wisconsin 54534
715 561-2695
715 561-2704 (fax)
888-561-2695 (Toll free from Mercer and Springstead)



January 24, 2019

Dear Iron County Summer Youth Camp Volunteer,
Thank you for your interest in being a part of the Iron County Summer Youth Camp Staff. We are in the process of planning for the 2019 Iron County Summer Youth Camp experience. Counselors are an important part of that. I look back on when I was a camper, a long time ago, and still remember the counselors that made camp so much fun. I also remember the ones that didn't make it much fun. This is where you come in. The planning team is now accepting applications for the 2019 camp.

A few things to consider:

1. On the application page you will notice that there are numbers in parenthesis after each position. This is the number of each position we will be selecting. Due to the number of beds available and the amount of campers, this is the maximum number of staff we can select.
 - a. There will only be 2 counselors in each cabin. This will allow you to have some help with your cabin and allows us to schedule breaks for the counselors.
 - b. There are 2 Junior Directors, 2 Arts and Crafts Directors, 2 Recreation Directors, and 2 Photographers this year as well. These positions will plan activities before camp and run activities during camp.
2. Camp will be in a new location this year. I am excited for the change and I am looking forward to the new challenge. This is going to mean that Camp Staff Training will be on a weekend in May. We will spend a night at the camp and conduct the training on-site. **You will need to attend this training or you will not be able to come to camp.** This is going to be a great year and I look forward to working with you.

Please remember there will be an interview after the deadline. I have tentatively scheduled them for March 23, 2019. A letter will be sent after I receive your applications. This has been a great camp over the years, and we are working to improve and provide the best experience for all involved. I look forward to receiving your application materials. Deadline is March 1, 2019.

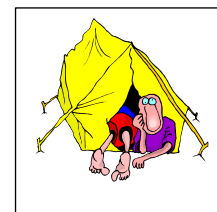
Sincerely

Neil Klemme

4-H Youth Development Educator – Iron County



IRON COUNTY SUMMER YOUTH CAMP
STAFF APPLICATION



Return Application by March 1, 2019

Name _____ Age ____ Male Female
Grade in School 2018-19 _____ School Attended _____ T-shirt size _____
Cell Phone: _____ Home Phone: _____ Email address: _____
Home Address: _____

1.) Why do you want to be part of Camp Staff?

2.) Please provide two references from non-parental adults. Complete the forms attached to this application and give them to your references. Follow up with your references to make sure they have returned them by March 2, 2019.

Name	Address	Phone Number
1. _____	_____	_____
2. _____	_____	_____

What position are you applying for? See Iron County UWEX website for full position descriptions.

Arts and Crafts Director (2)	Junior Director (2)	Photographer (2)
Recreation Director (2)	Cabin Counselor (16)	Counselor in Training (3)

What is your experience with Camp or with planning events like this? (Check all that apply)

- _____ Camp counselor?
- _____ Worked with children?
- _____ Leader in a club or organization?
- _____ Leader of a group? What Group? _____
- _____ Planned or organized a large event?
- _____ Enjoy children, teens and adults?
- _____ Had a job?
- _____ Volunteered in school or community?
- _____ Participated in any youth organization?
- _____ Participated in a school sport or club?

4. Please submit a resume and cover letter along with this application. If you need help preparing a resume, give me a call and I can walk you through the process.

I am committed to doing my best as a Camp Staff Member. I am willing to participate in the training sessions that will help prepare me for these responsibilities. I also agree to adhere to the Camp Staff Expectations throughout the week of Camp.

Camp Staff Applicant Signature: _____ Date _____

Dear Parent/Guardian: Please sign below to verify that you agree your son/daughter may be considered for a Camp Staff position as well as participate on the Camp Staff.

Parent/Guardian Signature: _____ Date _____



IRON COUNTY SUMMER YOUTH CAMP Staff Reference Form

Camp Staff Applicant: _____

I am requesting a reference from you as part of my application for the Iron County Summer Youth Camp Staff. In general, my responsibilities will be working with other high school youth and adult volunteers from Iron County, to run a safe and educational camp experience for youth from around the county. As a member of the staff, I am taking on a leadership role in the camp. This is a Youth/Adult partnership so my teamwork and communication skills are also important.

Please complete this reference form and return it to the address below by **March 1, 2019**:

Neil Klemme, 4-H Youth Development Educator
 Iron County University of Wisconsin Extension
 300 Taconite Street, Suite 118
 Hurley, WI 54534
 Fax: 715-561-2704

*Your responses will be held in confidence unless you consent to the release of this information.
 **We cannot accommodate all students that apply for camp staff positions. The selection of camp staff members will be based, in part, on your ratings and assessment of their applications and interviews.

How long have you known the applicant? _____ In what capacity? _____.

Please rate the qualities of this applicant:

NA= not able to judge
 5= far exceeds expectations 4= above expectations 3= at expectations 2= below expectations 1= not satisfactory

- 1. Leadership abilities with peers _____
- 2. Cooperativeness with peers and others _____
- 3. Leadership abilities with younger youth _____
- 4. Ability to work with adults _____
- 5. Adaptability to different situations _____
- 6. Assumes responsibility _____
- 7. Follows through on commitments _____
- 8. Accepts guidance _____
- 9. Effective communicator _____
- 10. Maturity and poise _____
- 11. Works Creatively _____
- 12. Organizational Skills _____
- 13. Can lead and inspire others _____
- 14. Accepts differences in others _____
- 15. Dependability and promptness _____

Do you know of any reason this applicant should not be considered as a member of the Planning Team?
 ___ Yes ___ No

If yes, please explain your reason(s):

_____.

_____.

_____.

_____.

_____.

Please describe the reasons you feel this applicant would be a positive addition to the Iron County Summer Youth Camp Staff.

Please share any other information you feel would be helpful to our camp leadership selection committee.

This accurately describes my observations and knowledge of the camp staff applicant. I understand this reference will be held and used in confidence by the Iron County Camp Directors and Camp Staff Selection Committee unless I indicate my consent. Please feel free to contact either of the camp directors with your questions.

- I can be called for further information
- I consent to release this information to the applicant

(Signature)

(Date)

Name: _____
(Please Print)

(Phone)



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- I consent to release this information to the applicant

(Signature)

(Date)

Name: _____
(Please Print)

(Phone)

SAMPLE COVER LETTER 1

Your Street Address
Your City, state, zip

Date

Person's Name
Company Name
Company Address
City, State, Zip

Dear (Mr./ Ms. Person's Name):

Several items mentioned in your advertisement for a Research Assistant in the (name of publication) on (date) suggest you may be searching for someone with my background. In fact, I was excited to see how closely my qualifications matched your requirements:

Your Requirements My Qualifications

- Background in Biology • Graduated with a BS in Biology/Conservation track
- Field experience • Independent study in field research with toads as well as the course Field Biology
- Ability to write reports • Writing endorsement in science format
- Basic statistical knowledge • Course work in Elementary Statistics

My Biology coursework has centered around Conservation as highlighted on my resume. This academic background has also prepared me for field research. I have taken multiple Biology and Chemistry classes which have enabled me to improve my research skills as well as my analytical abilities. As a result of my rewarding field research with toads last summer and my academic coursework, I am confident that I could make a strong contribution to your wildlife research department.

Thank you for your consideration of my credentials. I will contact your office in the next ten days to see if you require any additional information regarding my qualifications.

Sincerely,

Your Name+Signature

SAMPLE COVER LETTER 2

Your Name
7 Apple Court
Sioux City, IA 51101

January 5, 2002

Person's Name
Company Name
Company Address
City, State, Zip

Dear Mr. Johnson:

My outgoing personality, sales experience, and education make me a strong candidate for the insurance broker position currently open at Iowa Investments, Inc. I learned of the position through Career Services at Morningside College.

I recently graduated from Morningside College with a Bachelor of Science degree in Business Administration with an emphasis in marketing. While in college, I was president of both the Creative Edge Marketing Club and the American Marketing Association.

Although a recent graduate, I am not a typical new graduate. I attended school in Michigan, Arizona and Iowa. I have put myself through these schools by working such jobs as radio advertising sales and newspaper subscription sales. These jobs enhanced my formal education.

I have the maturity, skills, and abilities to embark on a career in insurance brokering, and I would like to do this in Cedar Rapids, the city I grew up in. I will be in Cedar Rapids at the end of this month, and I would like very much to talk with you concerning a position at Iowa Investments. I will follow up this letter with a phone call next week to see if I can arrange a time to meet with you. Thank you for your time and consideration.

Sincerely,

Graduate Broker

Enclosure: resume

Sample Resume:

The sample resume that appears below is intended to help you in crafting your own resume. You are not required to have all sections or information present in this example, and likewise, you may include additional information that could be helpful to the selection committee.

Your Name
123 4th St.
Anywhere, WI 53555
(608) 555-1234
wi4her@gmail.com

**EDUCATION
NON-SCHOOL
INVOLVEMENT &
ACTIVITIES**

Unless you are in 4-H this section should be work experience or other similar experience.



Lancaster High School, Sophomore
Day in the Arts, 5 years
Lancaster Busy Badgers, 8 years
President, Vice President, Reporter

Delegate to Wisconsin 4-H & Youth Conference, 2009
Citizenship Washington Focus, 2010
Grant County 4-H Junior Leaders, 3 years
SWEL Trip, 2010
Livestock Judging, 5 years
County Fair Exhibitor, 9 years
Cloverbud Day helper, 2 years

**SCHOOL &
COMMUNITY
INVOLVEMENT**

Honor Roll, 4 years
Volleyball, 4 years
Softball, 3 years
Lancaster FFA, 2 years
Swing Choir, 2 years

These headings are only suggestions you are free to make headings that fit your qualifications

**LEADERSHIP &
ACCOMPLISHMENTS**

President/Vice President of Lancaster Busy Badgers 4-H
- Set a positive example for younger club members
-Worked with general leader and officer team to create agendas monthly club activities.
-Created an inclusive club environment for new families

**VOLUNTEER
AND OTHER
EXPERIENCES**

Assistant Herdsman, Hi-Point Beef, June 2010-Present
Highway Clean-up, 2004-2010
Grant County Youth Fair Board, 2008-Present
Grant County Dairy Breakfast Volunteer, 6 years
Wisconsin Junior Angus Association Member, 6 years