



CCE Franklin and St. Lawrence counties

4-H Camp Overlook

355 West Main Street, Suite 150
Malone, NY 12953
Phone: 518-483-7403



Applications be **RECEIVED** by **February 15, 2016**
Reference forms must be received by **March 1st, 2016**.

Dear Potential 2016 Staff and Counselors:

Greetings from your friends at 4-H Camp Overlook! In 2016 we are encouraging all staff to apply online though Bunk1. We expect employees to meet or exceed all standards outlined in personnel policies and position descriptions. Questions and concerns regarding this information should be addressed to Casey Sukeforth, Program Director at cls348@cornell.edu.

If you are interested in working at camp this year, your application must be RECEIVED by February 15, 2016.

Positions will be filled first with applications received by the deadline.

2016 Staff training will start on Saturday, June 25th (Not Sunday)

2016 Reference Form (Due March 1st) References must be someone other than family. Good examples would be a current employer or professor/teacher.

- New Applicants and 2015 CIT: Must include three references with your application.
- 2015 Staff If you received less than an 'outstanding' evaluation you **MUST** include one reference form with your application. Those who choose not to include references might jeopardize their employment.
- If you received an 'outstanding' in 2015 you are not required to obtain references.

Please read the following carefully:

Applying and committing to a position at 4-H Camp Overlook takes serious consideration. Please think about the following questions

Do I have other job offers or summer activities, which will conflict with camp? Please consider your options very carefully and be sure of your decisions. Changing your mind or switching weeks after you accept a contract creates a great deal of work for our staff. Employment at camp is a commitment. Applicants willing to work all 6 weeks will be given preference, and are eligible for a paid day off for previous commitments.

Why should I work at camp? If you've ever attended 4-H Camp Overlook as a camper, then you know that it's an incredible program. Counseling at camp is even more rewarding! While the pay is modest, camp provides a work experience that is very desirable to colleges and future employers. You will gain skills in leadership, communication, problem solving, and human relations.

If you are interested in a senior staff position, please email or call Mrs. Michno in addition to filling out an application. Senior staff positions are chosen in February.

Please see other side

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4-H Camp
Overlook
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for news
and updates!



The 2016 camp sessions listed below will assist your planning. Use it to select the weeks for which you are applying. Note that General Counselor Training is mandatory for **ALL** staff. Staff willing to work all 6 weeks will be given preference.

| | |
|---|------------------------|
| General Counselor Training *All staff must attend, Saturday – Wednesday | June 25—June 29 |
| Cloverbud Camp | June 30—July 2 |
| Week 1 | July 3—July 8 |
| Week 2 | July 10—July 15 |
| Week 3 | July 17—July 22 |
| Week 4 | July 24 – July 29 |
| Week 5 | July 31—August 5 |
| Week 6 | August 7—August 12 |

Incentives

Counselors who worked Cloverbud and all 6 weeks at camp received a bonus of \$75 in their last pay check. This incentive will continue into 2016.

Counselors who achieve an “outstanding” on their year-end evaluation in 2015 will receive a pay increase of \$25 per week for the 2016 camp season.

You can expect to hear back from us the **first week of March** regarding the status of your application. If you’re hired, you will receive a contract that outlines the condition and dates of your employment. At that time you will receive information preparing you for camp and outlining counselor training. **Please fill out your contract materials promptly and get them back to us so we will know if you are accepting the position. If we do not receive this packet back in time we will offer the position to the next likely candidate. The date due will be clearly marked when you receive your employment email.**

We are looking forward to another great camping season and hope to see you there!

Sincerely,

Casey Sukeforth

Program Director

Cls348@cornell.edu

518-483-7403 x212

Melissa Michno

Summer Camp Director

315-323-0665