**MEMORANDUM**

TO: Counselor/Counselor in Training Applicant

FROM: Sylvia Montes, 4-H Event Coordinator

DATE: January 24, 2025

SUBJECT: Youth Get-Away Counselor and CIT Applications and Information

This memo is to introduce you to the YGA Counselor and Counselor-in-Training opportunities. Please see below for the requirements of these opportunities. The application for each opportunity is attached.

Counselor-in-Training (CIT) – any 4-H member who is at least 13 and in the 8th grade or 14 years old may apply. The CIT will work with a counselor in planning activities and leading either a novice or junior age group during the event.

Counselor – any senior that is 15 years old may apply. The counselor will work with a CIT in planning activities and leading either a novice or junior age group during the event.

A 13-year-old who is in the 8th grade or a 14-year-old can ***only*** apply to be a CIT. If an applicant is 15, even if this is their first year applying, they ***must*** apply to be a counselor.

Counselors and CIT’s are chosen through a selection process completed by a panel of judges. Applications are due in the State 4-H Office by March 3, 2025. and require an agent signature.

**\*\*Selected youth will be asked to attend a Zoom session that will be scheduled for the last week of March or first week of April for a counselor/CIT** **training.\*\***

**\*\*Counselors/CIT’s will need to arrive at Glorieta Adventure Camps on Thursday, April 10, at 5pm to begin the Counselor/CIT training. Dinner will be provided. \*\***

Please let me know if you have any questions.

Thank you!

**2025 4-H Youth Get-Away Counselor/CIT Application**

**Counselor Applicants must be 15 years old to apply.**

**CIT Applicants must be 13 and in the 8th grade or 14 years old to apply.**

**Due March 3, 2025 in the State 4-H Office**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DOB \_\_\_\_\_\_\_\_\_ Age \_\_\_\_\_**

**Complete Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street or PO Box**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City State Zip**

**County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in 4-H \_\_\_\_\_\_\_\_\_\_**

**Applicant’s Cell Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Cell Phone Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**T-shirt: \_\_\_\_\_\_Female \_\_\_\_\_\_\_\_Male**

**\_\_\_\_S \_\_\_\_M \_\_\_\_\_L \_\_\_\_\_\_XL \_\_\_\_\_\_2XL \_\_\_\_\_\_3XL**

**I verify that:**

**\_\_\_\_\_\_\_\_ I am 15 years old and applying to be a Counselor, or**

**\_\_\_\_\_\_\_\_ I am 13 and in the 8th grade or 14 years old and applying to be a CIT**

**Less**   **More**

**Experienced**  **Experienced**

**I would rank my leadership experience:** **1 2 3 4 5 6 7 8 9 10**

**Short Answer Portion of Application – 15 points**

1. **What camps have you attended (4-H and other)? Please list camp name and date attended (month and year).**
2. **In what camps have you served as a camp counselor (4-H and other)? Please list camp name and date served (month and year).**
3. **Describe your previous experience working with novice and junior aged youth (8-12 years old) other than the camps listed above.**

**Short Answer Portion – page 2**

1. **What are you hoping to learn as a YGA Camp Counselor/CIT?**
2. **As a camp counselor, you have a large responsibility. What talents and skills do you have to make you great at this job?**
3. **How would you handle the following situations as a camp counselor:**

* **Name calling/teasing:**
* **Homesickness:**
* **Disruptive youth:**

**Essay Portion of Application – 20 points**

**“Why I Would Be a Good 4-H Counselor or CIT for Youth Get-Away”**

**Instructions:**

**On this page, please write 1 – 2 paragraphs in an essay on the topic above. Please take your time and explain to us the importance of becoming a counselor.**

**Counselor/CIT Contract**

**Camp Counselor’s General Responsibility**

Below is the contract that contains the responsibilities and duties of the Camp Counselor/CIT. By signing the contract, the Counselor/CIT accepts to carry out these responsibilities.

Assume responsibility with a partner Counselor/CIT for a group of 20-25 campers of the same age level from several different counties for Friday, Saturday and Sunday during meals, workshops, and activities.

Specific Duties

• Participate in YGA Camp Counselor/CIT Zoom Training end of March, beginning of April.

• Arrive at Glorieta Adventure Camps by 5pm on April 10th for Counselor/CIT Training.

• Follow event rules as set forth by the New Mexico 4-H program.

• Know where your campers are at all times (including free time) and be present at critical times.

• Be aware of health, safety, and well-being of your campers. Check for illness or injury. Report major health problems to the camp nurse or a chaperone.

• See that you, your group, and fellow counselors know and observe camp rules, including event dress code.

• Help your group make a wide variety of choices for activities and participate with campers.

• Be sensitive to campers’ personalities, differences, and needs.

**I would like to serve as a Counselor or a Counselor-in-Training at 4-H Youth Get-Away April 11-13, 2025, and agree to follow all event rules and duties. I understand that I am expected to stay at the host facility for YGA. Transportation to and from 4-H Youth Get-Away is my responsibility.**

**4-H member’s Signature** **Date**

**Parent/Guardian’s Signature Date**

**4-H Agent’s Signature Date**

**Agent's Portion – 15 points**

**Agent Recommendation for Youth Counselor/CIT Applicant**

**Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Agent’s Assessment – Please complete one per counselor/CIT application. This will only be used in the final selection process.

**Please complete the following according to the individual’s experience:**

**Applicant has experienced many leadership opportunities through the program already. Please specify what strengths you believe this applicant brings to the YGA program.**

**Additional leadership opportunities would** **greatly benefit** **this youth.**

**Please specify what skills you feel would be valuable for this applicant to learn.**

**Additional comments and recommendations:**

**4-H Agent’s Signature** **Date**