



**The
Castle**

418 Fourth Street
Marietta, Ohio 45750
Phone: 740.373.4180
MariettaCastle.org

RETURNING COUNSELOR APPLICATION

History Camp at The Castle (July 7 – 11, 2025) APPLICATIONS DUE BY FRIDAY, MAY 23, 2025

First Name

Middle

Last

Address (Street, City, State, Zip)

Home Phone

Other/Cell

Email

Date of Birth (month/day/year)

School

Grade Entering in Fall 2025

What is the best way to contact you? Home Phone

Other/Cell Phone

Email

Parent/Guardian Contact Info:

Name

Relationship

Primary Phone Number

Email

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Responsibilities and Expectations of Counselors

If I am selected to be a counselor for History camp, I will be expected to:

1. Attend a counselor training workshop prior to camp.
2. Serve as an example and leader for all campers.
3. Create an inclusive and enjoyable experience for campers, presenters, and staff.
4. Be enthusiastic, happy, and enjoyable around the campers and adults.
5. Stay in control of my assigned group and stay with them.
6. Be quiet when appropriate and help keep campers quiet.
7. Help staff and other adults where needed.
8. See that all trash is put in trash cans.
9. Help with activities such as signing campers in and out, lunchtime, and end-of-the-day clean up.
10. Keep campers interested in the activities.
11. Report any misbehaviors, accidents, or illnesses to an adult staff person.
12. Encourage use of manners.
13. Set a good example by not using profanity.
14. Teach campers to respect one another.
15. Discourage rough play including running, screaming, and climbing on things when outside.
16. Avoid piggy-back rides, rough housing, or lap sitting. Counselors should never be alone with a camper.
17. Not use your cellphone during the hours of camp.
18. Be flexible -- plans do change.
19. Follow direction from the camp director and other camp leadership.
20. Work cooperatively with your fellow counselors.
21. Be Kind.

By signing below, I acknowledge that I have read and agree to abide by the above responsibilities and expectations if selected as a counselor.

Signature of Potential Counselor

Date

Signature of Parent/Guardian

Date

Counselor Role Consideration

Thank you for considering a return to History Camp as a counselor! The selection of Junior and Senior Counselor positions is very important to us to ensure that each year's camp is the best that it can be. Your role as a counselor is integral to the camp's success. Below, you are asked to choose the counselor role for which you'd like to be considered this year.

Senior Counselors are the leaders for each of our four groups of campers. They are responsible for their Junior Counselor's and campers' conduct, cohesion, and engagement. Junior Counselors are equally important in supporting the Senior Counselor as they lead the group and aiding campers. Before making this decision, please review the full job descriptions at the end of this document.

In making our selections for counselors, the position you have requested is definitely taken into consideration. We also take into account your performance as a counselor in prior years, number of years as a camper and counselor, and relevant feedback from previous camp staff, volunteers, and presenters.

Number of years as a camper: _____

Number of years as a Junior/Senior Counselor: _____

What position are you applying for? Junior Counselor Senior Counselor Either Role

Following application submission:

A representative of The Castle will call the phone number provided between June 2 – 13 to inform you of the status of your application.

Following acceptance as a counselor...

- You will be sent emergency medical, photo release, and field trip permission forms to complete.
- You will be required to attend an in-person counselor orientation. This orientation is slated for Thursday, June 26 & Friday June 27 10am – 12pm. While we may be able to offer a make-up date the following week, we would encourage you to pencil these dates into your calendar.

If applying as a Senior counselor and are not accepted...

- We will ask for you to continue as a Junior Counselor. We value your experience, dedication, and interest in camp.

Return on or before Friday, May 23, 2025 to: The Castle, 418 Fourth Street, Marietta, OH 45750
You can also email this form to education@mariettacastle.org

Job Description: Senior Counselor - The Castle's History Camp

The responsibilities of a Senior Counselor at History Camp are diverse and crucial for the smooth operation and success of the camp. Here is an outline of the typical responsibilities:

Leadership and Supervision

- Oversee Junior Counselors & Campers: Provide guidance and support to junior counselors. Supervise and manage campers. While your focus will be on your assigned group of counselors and campers, you will hold a supervisory role over all junior counselors and campers.
- Supervise Campers: Ensure the safety and well-being of campers at all times.
- Mentorship: Act as a mentor and role model for both campers and junior counselors, promoting positive behavior and enthusiasm for history.

Programming Assistance

- Activity Coordination: At times, collaborate with the camp directors to refine historical activities, games, and educational sessions.
- Curriculum Support: Respond to requests for input or provide feedback throughout the planning stages of camps.

Safety and Welfare

- Health Monitoring: Keep a close watch on counselors and campers' health and alert camp staff for more serious issues.
- Safety Protocols: Ensure that all safety guidelines and procedures are followed, conducting regular safety checks.
- Behavior Management: Handle disciplinary issues in a fair and constructive manner.

Administrative Duties

- Record-Keeping: Maintain accurate records of attendance, activities, and any incidents.
- Communication: Serve as a key point of contact between the camp directors, staff, presenters, counselors, and campers. Provide updates and address concerns.
- Logistics Management: Assist with the logistical aspects of camp operations, including setup and breakdown of activities and coordination of special events.
- Communication: Act as a point of contact between camp management and campers. Communication with parents should be left to the camp directors.

Engagement and Enrichment

- Encouragement: Foster a love of camp through engaging and interactive activities.
- Inclusivity: Create an inclusive environment where all campers feel welcome and valued.
- Feedback: Provide constructive feedback to campers and junior counselors to enhance their experience and learning.
- Conflict Resolution: Mediate conflicts between campers or between campers and counselors, ensuring a harmonious camp environment.

Professional Development

- Training Participation: Attend and participate in all required training sessions.

Miscellaneous

- Adaptability: Be prepared to take on additional tasks as needed to ensure the smooth operation of the camp.
- Problem-Solving: Address and resolve any issues that arise promptly and efficiently.

Preferred Experience for Senior Counselors:

- Grade Level: 9th or higher.
- Counselor Experience: At least 2 years as a counselor.

- Camper Experience: At least 2 years as a camper.
- Other: Experience working with children, leadership, responsibility, etc.

These responsibilities ensure that the camp provides a safe, educational, and enjoyable environment for all participants, fostering a deeper appreciation for history among campers.

Job Description: Junior Counselor - The Castle's History Camp

The responsibilities of a Junior Counselor at History Camp are focused on assisting senior staff and ensuring a positive experience for campers. Here's an overview of the typical duties:

Support and Assistance

- Assist Senior Counselors: Help senior counselors with managing your group of campers throughout the day.
- Supervise Campers: Monitor and supervise campers during activities, breaks, and free time to ensure their safety and well-being. While your focus will be on your assigned group of campers, you will hold a supervisory role over all campers. Ensure the safety and well-being of campers at all times.
- Mentorship: Act as a mentor and role model for both campers and fellow counselors, promoting positive behavior and enthusiasm for history.

Activity Facilitation

- Facilitate Activities: With the assistance and guidance of senior counselors, assist campers to stay interested and engaged throughout each activity.
- Engagement: Encourage camper participation and enthusiasm in all activities, fostering a love of history.

Camper Interaction

- Role Model: Serve as a positive role model, demonstrating respect, responsibility, and enthusiasm.
- Support and Guidance: Provide support and guidance to campers, helping them with any issues or concerns they may have.

Safety and Welfare

- Monitor Safety: Ensure that all campers follow safety guidelines and protocols.
- Emergencies: Alert senior staff in case of emergencies or health issues.

Communication

- Daily Updates: Communicate any camper concerns, issues, or notable behaviors to senior counselors or camp management.
- Parent Interaction: Occasionally interact with parents during drop-off and pick-up times, providing them with brief updates as needed.

Administrative Tasks

- Record-Keeping: Help with providing feedback on camper attendance, activity participation, and any incidents.
- Material Preparation: Assist in preparing materials and setting up for breaks and activities.

Professional Development

- Training Participation: Attend all required training sessions and meetings.
- Learning and Growth: Seek opportunities for personal and professional growth, learning from senior counselors and camp directors.

Miscellaneous

- Adaptability: Be prepared to take on additional tasks or responsibilities as directed by senior counselors or camp management.
- Collaboration: Work effectively as part of a team, cooperating with other counselors to ensure a smooth camp experience.

Preferred Experience for Junior Counselors:

- Grade Level: 7th or higher.
- Counselor Experience: No experience necessary.
- Camper Experience: At least 2 years as a camper.
- Other: Experience working with children, leadership, responsibility, etc.

These responsibilities ensure that Junior History Camp Counselors contribute to a safe, educational, and enjoyable environment for campers, supporting the overall mission of the camp and learning valuable skills in the process.