

Counselor in Training (CIT)



Counselor in Training is perfect for teens who:

- ❖ **Are between the ages of 14 and 15 years old**
- ❖ **Enjoy being active all day**
- ❖ **Are looking to gain skills as a camp counselor**

CIT Sessions

- ❖ **Session 1 - June 25th - July 6th**
- ❖ **Session 2 - July 9th - July 20th**
- ❖ **Session 3 - July 23th - August 3rd**

The camp environment provides a unique opportunity for youth to build leadership skills, particularly in assisting counselors with younger CITs. The goal of the CIT program is to teach the general skills of leadership that can be used at school, home, and community (not just at camp). CIT sessions are typically two weeks long. Stop by the Recreation Center or download an application on Community Pass.

Welcome to the 2018 Counselor-In-Training Program!

Counselors-in-Training (CIT) Program at the Florham Park Rec is a progressive, experiential, education course designed to help young people develop their awareness and basic skills of youth work, enhanced with an intentional leadership development design. The CIT curricula is designed to develop the technical skills necessary to be an effective, competent and compassionate youth worker. These skills possess what FPDC thinks are vital to succeed not only as a CIT, but also as a counselor.

While CITs don't necessarily have the same sense as a staff member at FPDC. They are still technically youth participants and therefore bound by many of the same rules and restrictions as regular campers. CITs are not paid and they are not guaranteed a staff position at the completion of the program.

This program teaches management and leadership skills, time management, curriculum development, gives you hands-on training and interview experience. Our goal is to help you prepare for a summer job in the future. During the day we'll meet to plan activity sessions for CITs and discuss your observations and experiences while working with campers and staff. You will receive volunteer hours that can be added to your growing resume and a letter of recommendation upon request.

Daily Schedule

8:45 - 9:00 a.m.

Drop Off

9:00 - 9:15 a.m.	Morning Meeting
9:15 – 12:45 p.m.	Placements
12:45 - 1:00 p.m.	Afternoon Meeting

Morning Meeting

During our morning meeting, you will meet with the CIT Coordinator to check in with how your CIT experience is going. This is the time to let us know how you're feeling about your placements and activities. The CIT coordinator will also meet with each of you to discuss what he/she sees while you're working with other CITs, campers and counselors. He/she will make recommendations and help you set goals for the days to come. At the end of the meeting you will receive your placement for the day.

Placements

You will be given a placement for each day. The counselor that you are assigned to will have jobs for you to do for them and with them throughout the day. While it is important for you to participate in activities, remember that you are no longer a camper and that you have more responsibility. This means that you *should not be competing against the other CITs like you would against your friends*. As a CIT, your primary responsibility is to help the counselor, so be aware of what is happening around you so that you can help get supplies or add encouragement to an unwilling camper. You are NOT responsible for discipline and are NOT allowed to discipline campers. If you see or hear something that you think needs addressing, get your counselor, coordinator, or directors. They are responsible for handling discipline issues.

Afternoon Meeting

The afternoon meeting is for debriefing the day and participating in activities that will help you discover whether being a camp counselor is something you would be interested in and improving your skills so that you will be better able to do that in the future. You will be asked to write about what you observed and did during your placement day.

Sign In/Out Procedures

1. Camp begins at 9:00 a.m. and ends at 1:00 p.m. Please check in directly with the CIT coordinator each morning.
2. Morning sign in will take place between 8:45 - 9:00 a.m. After 9:15 a.m. parents will need to bring their CITs to the office to sign in.

3. At the end of each day, CITs are required to report to the CIT coordinator to sign out.

Everyday CIT Needs

1. **Weather-appropriate clothes:** Please remember that morning weather is cooler than afternoon.
2. **Comfortable sneakers:** Only sneakers are to be worn to camp. No sandals, crocs, dress shoes etc.
3. **Water Bottle:** CITs are sometimes located far away from water fountains and coolers.
4. **Sunblock:** CITs are encouraged to protect themselves from the sun. We recommend SPF 30.
5. **Lunch:** Lunches should be packed in a cooler-type bag, as we are unable to provide refrigeration for the entire camp. Please do not pack food that spoils easily or needs to be heated up. **Please inform the Camp Director of any food allergies or dietary needs your CIT may have. Additionally, please indicate these allergies and their triggers on the emergency form provided.**

Things from Home:

1. **Please do not bring playing cards, magic cards and any electronics, including cell phones.** If such items are brought to FPDC, the staff and Recreation Department cannot be held responsible for their safe return.
2. It is very important that all clothing, water bottle, and lunches are clearly labeled, Staff is NOT responsible for lost items. Be sure to check the camp Lost and Found on a regular basis which is located in the front office.

Early Pickups

Early pickups are often hard to facilitate, especially in a large camp. If an early pickup is absolutely necessary, please notify the CIT coordinator. Repeated tardiness and absences can affect course completion.

Expectations of a CIT

1. Be on time and ready for camp each day.
2. Be where you are supposed to be as per the schedule; don't leave FPDC early without permission.

3. Be dressed appropriately. Your CIT shirt should be worn every day. CITs that arrive with clothing that is too tight or too short will not be allowed to participate. Females should not wear skirts.
4. Sneakers are required as you will be running around a lot!!
5. Help counselors deliver activities.
6. Encourage campers to participate through your own participation.
7. Report camper issues to counselors or directors.
8. Never be alone with campers. Be sure that this is always another counselor with you.
9. Never let campers sit on your lap or carry other campers in any way.
10. No inappropriate contact with campers. Appropriate contact is a high five or a fist bump. You should not have any other contact with a camper.
11. Please call in you are unable to come in on a certain day.

CIT Group Rules

- ❖ Be respectful
- ❖ Be positive
- ❖ Participate - put something in and get something out
- ❖ Stay open-minded
- ❖ No cussing/swearing
- ❖ No cell phones, headphones, videogames, or other electronics during the camp day
- ❖ Clean up after yourself
- ❖ Confront a person that upsets you in a respectful manner. If unresolved, let the director know about it.
- ❖ Listen when other people are talking
- ❖ Don't touch other people or their property
- ❖ Be punctual
- ❖ Be specific and clear
- ❖ Confidentially - keep all things share within in the group
- ❖ Raise hand before speaking during discussions
- ❖ Support others

Behavioral Guidelines

The Florham Park understands the importance of social growth during these formative years for the CITs. Behavioral guidelines will be established with the goal of maintaining the physical and emotional well-being of each CIT, as well as teaching self-discipline, self-reflection, judgement,

and manners. Positive behavior management methods will be used to enforce these guidelines. Staff will use a behavior log to keep record of any behavioral disturbances during the camp day. Parents will be made aware of problems as they arise and are encouraged to follow through with disciplinary action at home in special situations. If the program staff determines that a CIT cannot benefit from the program presents a danger (emotional, mental or physical) to other CITs, campers or staff, parents will be asked to withdraw their CIT from the program. FPDC has a **zero tolerance level**, and any CIT who is physically violent will be asked to leave the program for that day by the discretion of the Director. The Camp Director will decide as to if/when the CIT may return to camp.

Transportation Policy

1. Parents are responsible for transportation to and from FPDC for drop off and pick up.
2. Parents must sign a waiver to walk or ride a bike to and from camp.

Counselor in Training (CIT) Group Expectations

To qualify for the group you must:

- ❖ Be 13-15 years old
- ❖ Complete the application form and other necessary consents
- ❖ Have an ability to work with children, peers and adults in a professional manner
- ❖ Have a willingness to lead, learn and have fun
- ❖ Be a positive role model for other youth
- ❖ Be non-violent with no criminal activity

Your Responsibilities:

- ❖ Providing your transportation to and from camp
- ❖ Actively participating in any meetings, activities and assignments
- ❖ Adherence to group rules
- ❖ Willingness to accept feedback or provide it when applicable
- ❖ Complete group objectives
- ❖ Have fun

Group Objectives:

- ❖ Group members will demonstrate an understanding of the role and responsibilities of a CIT at camp and at other activities leading up to camp.
- ❖ Participants will demonstrate behaviors that show support of others.
- ❖ Participants will demonstrate communication skills through active listening, nonverbal communication, empathy, and use of appropriate voice tone.
- ❖ Participants will demonstrate an understanding of safety rules and procedures.
- ❖ Participants will reflect a positive attitude that promotes fun for others

Your rewards for completing this program:

- ❖ Developing new skills that will help you in future leadership roles
- ❖ Making new friends and memories
- ❖ Gaining a reference for future job applications - if you would also like a letter of recommendation they will be provided upon request.
- ❖ Positively impacting the lives of others
- ❖ Fun

Counselor in Training (CIT) Job Description

CIT Reports to: Camp Director and CIT Coordinator

Job Description: CITs are responsible for providing peer leadership at camp. They are expected to serve as positive role models for campers as well as provide assistance to camp staff. CITs are expected to participate fully in all activities at all times and to provide leadership in various activities when asked. CITs should arrive every day between 8:45 - 9:00 a.m.

Main Responsibilities:

- ❖ Act as a positive role model for campers
- ❖ Help camp staff and counselors in camp activities
- ❖ Help get campers involved in activities
- ❖ Assist staff to create a fun and safe environment for all.
- ❖ Accompany counselors in guiding campers from one activity to another.
- ❖ Inform camp counselors or adult staff that you are working with if there are any problems
- ❖ Encourage campers to get to know each other and to work as a group
- ❖ Follow camp rules and expectations and be able to explain rules to campers
- ❖ Be flexible and ready to adjust to new situations or weather conditions
- ❖ Ask questions when in doubt and keep open lines of communication
- ❖ Always make sure that your counselor can see you or is aware of what adult staff you are assisting with an activity - NO EXCEPTIONS
- ❖ Plan and execute a character development activity for campers at least three times a week.
- ❖ Have FUN!!!

Expected Outcomes:

- ❖ You will help to create enjoyable and rewarding experiences for campers, counselors and yourself.
- ❖ Gaining a positive leadership experience or your resume
- ❖ A feeling of accomplishment following any/every challenge you face = personal growth

- ❖ Many smiles, laughs and new experiences as well as the opportunity to develop new friendships

CIT Agreement:

There will be a zero tolerance rule for any disrespectful acts or behaviors exhibited by CITs toward adult staff, other CITs or campers. **If you break this rule, you will be sent home immediately. No excuses - no explanations.** If there are any problems, concerns or unreasonable requests by adult staff, the Directors need to be told immediately. By signing below, I have read, fully understood, and agreed to follow all the main responsibilities as the zero tolerance rule on this document.

CIT Signature: _____