



## **GUIDE TO THE COUNSELOR-IN-TRAINING (C.I.T.) PROGRAM**

### **Why Be a Counselor In Training?**

- Gain a behind-the-scenes experience of the camp community
- Establish job and character references
- Develop new skills
- Challenge yourself regarding personal growth and expanded self-esteem through leadership opportunities
- Gain the ability/skills needed to work with children in a camp community, after school program or any youth program
- Have fun helping kids
- Learn to work as team

The camp environment provides a unique opportunity for youth to build leadership skills, particularly in assisting camp staff with younger campers. The goal of the training program is to develop general skills of leadership that you can use throughout life at school, home and community (not just at camp). It's an opportunity for former campers to transition from camper to camp roles.

The training received and talents of C.I.Ts. are put into action. Being a counselor-in-training is an important role at camp, in which leadership skills, good character, integrity, patience, and self-control are nurtured and developed. Commitment to serving the assigned weeks is preferred. If you are accepted into the counselor-in-training program, being a good example is important and will be your gift to the campers. By participating in the CIT program, you will have the opportunity to give back and help create lasting memories. At the end of the summer C.I.T. Program, you will hopefully have gained experience and skills that you are able to build on or put into action in other life settings beyond camp. The CIT program serves as a possible steppingstone to future employment with the Playground Camp.

### **COUNSELOR IN TRAINING DESCRIPTION:**

A Counselor In Training assists Counselors and Aides. The position includes helping to lead games, songs, skits, and tell stories. Counselors In Training help with supervising campers in their group during recreation times, meal times, and assist with camp preparation, and clean-up. A CIT serves as a positive role model for young children and helps to create a supportive camp community. They participate in all necessary camp activities.

## **Eligibility:**

### **General Qualifications:**

Successful applicants will have a desire to work with children. Previous summer camping experience is preferred but not required. This position requires demonstrated maturity, energy, enthusiasm, and communication skills. Must be at least 12 years old of age to be a counselor in training. CPR and First Aid are recommended but not required. Must meet requirements listed below for each level of participation.

### **CIT I**

Must be between 12-13 years of age during the summer of camp  
Must have completed application  
Must be committed to 1 day of mandatory pre- training  
Must be energetic and motivated to work with young children  
Must commit to at least 2 weeks of participation in CIT Program

### **CIT II**

Must meet CIT I requirements  
Must be 13 years of age during the summer of camp (some exceptions apply)  
Must have been a CIT I at camp (or have previous CIT experience)  
Must get nominated to by camp supervisor  
Must be energetic, motivated to work with young children  
Must have completed application  
Must be committed to 1 day of mandatory pre- training  
Must commit to at least 4 weeks of participation in CIT Program

### **CIT III**

Must meet CIT I and II requirements  
Must be 15 years of age during the summer of camp  
Must have been a CIT II at camp  
Must get nominated to by camp supervisor  
Must be energetic, motivated to work with young children  
Must be committed to 1 day of mandatory pre- training  
Must commit to at least 4 weeks of participation in CIT Program

## **CIT Training Responsibilities and Duties**

### **Responsibilities:**

- Set a good example by being a positive role model. Campers Come First!
- Assist Camp Counselors with daily activities, such as, crafts, sports, and various indoor and outdoor group activities.
- Associate with campers NOT other counselors in training.
- Be punctual, attend, and be an active part of all camp activities. (Required Camp hours: 9am- 3:30pm)
- Attend 100% of the sessions enrolled in.
- Abide by all camp rules, policies, and procedures.
- Treat all campers equally
- Be cooperative with the camp director, counselors, your peers, and the campers.
- Be enthusiastic and have a positive attitude.

### **Specific Duties**

- Help to secure and set up supplies and equipment before and after activities
- Consistently model good behavior, character, integrity, and adaptability
- Help camp staff get children to and from activities and various locations safely
- Contribute ideas to improve the program
- Report any unsafe actions by children or other CITs to Camp Staff
- Provide children with positive behavior
- Assist in keeping camp areas clean
- Assist with bathroom breaks
- Accept supervision and guidance
- Must work as a team regarding the sharing of duties
- Respect each camper for their uniqueness - within each group help create a community of people.
- Other duties as assigned by camp staff

### **Counselor-in-Training agrees to:**

- Stay with assigned group at all times unless otherwise stated by camp staff. If on an assigned task, the CIT shall not deviate from the task unless other directions are given.
- Listen to camp leaders and follow directions.
- Maintain personal care and wear appropriate camper attire as described below. CIT's arriving at camp without appropriate attire will be asked to leave the site.
- Respect others in what you say and do. CIT's shall never use inappropriate language while in the vicinity of the site.
- Refrain from using a cell phone during camp hours. CIT's may keep a cell phone on their person but in vibrate or silent mode. CIT's found using a cell phone for any reason during camp hours, except for designated times, will immediately forfeit their right to carry their cell phone. Confiscated cell phones will remain in the camp office until the end of the day, when a parent/guardian may pick up the phone. CIT's needing to make an emergency phone call during the day will have the opportunity to do so, as long as, they notify camp staff.
- Greet parents and children at the beginning of the day and acknowledge them at departure.
- Be involved and engaged with campers throughout the entire camp day.
- Do their best to get to know campers' names on the first day of each week.
- Never use physical punishment, restrain or force a child.
- Be of good character.
- When swimming, follow pool rules and model good pool behavior. CIT's are expected to swim with the group.
- Keep campers' information confidential.
- Take care of your own personal belongings & keep belongings out of reach of children.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for enrollment termination for counselors in training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- Never say or do anything that campers might perceive as teasing and/or bullying.
- Create a safe and fun environment.
- Notify a counselor if a child is injured...this includes broken or lost teeth, bruises, and cuts.
- Use appropriate chain of command when reporting problems.
- Never come to work while under the influence of any drugs or alcohol.
- REMEMBER WINNING IS NOT THE GOAL DURING SPORTS ACTIVITIES!
  - Having fun while learning about the sport and improving individual and team skills is the idea behind sports at camp
- If there are any problems with a camper or patrons at the Community Center, do not try to solve it, rather, refer them directly to an Aide, Counselor, Director or Supervisor.
- It is expected that the CIT be at camp and ready to work by 9am.
- If you are unable to make it to your assigned camp, please contact the Community Center Office as soon as possible at [\(703\) 255-6360](tel:7032556360).

**The following dress code is enforced to ensure staff consistently presents themselves as professionals and proper role models while fostering a positive self-image and to ensure we are ready for action. Camp management may have additional dress code regulations.**

- 1) Town of Vienna issued CIT shirt must be worn each day
- 2) You must wear closed-toed shoes; no sandals, flip flops, etc.
- 3) Shorts may be worn as long as they are below mid-thigh
- 4) No Lycra or Spandex clothing
- 5) For safety reasons, no dangling jewelry (hoops, etc.) is prohibited
- 6) Swimsuits for women must be one piece or tankinis.
- 7) Shorts, hats, etc. shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations
- 8) Failing to come to work properly dressed will be asked to leave the site immediately.