

Job Description: Counselor-in-Training

General Description

Counselors In Training (CIT's) are generally 13-16 years old. Up to a total of 10 youth will be enrolled in the program each summer. The CIT program is an educational program, with a curricula designed to develop the people and technical skills necessary to be an effective camp counselor. It is *not* "working" at camp. A CIT is still technically a camper and therefore bound by many of the same rules and restrictions as regular campers. We require that CITs pay tuition and attend camp during regular camp sessions. Since a CIT program is a training program, CITs are not paid, nor is a job at the completion of the program assured.

CIT programs teach management and leadership skills and can provide basic training in such skills as first aid, group leadership, time management, and a variety other skills. CIT programs can lead to leadership opportunities at school, in extracurricular activities and at future jobs, however, there is no guarantee that once the CIT has successfully completed the program, that he or she will be hired by our program. TCR has a limited turnover of staff. In any given year we may only have a few jobs available. The skills that CIT's develop will help lead to employment as a counselor because all Camps seeking staff tend to favor the former CITs, understanding they have formal training in camp and leadership skills.

All CIT applicants should be interested in working with children and possess maturity, flexibility, a strong work ethic, and the ability to have fun.

We anticipate that most campers will remain in the CIT program for 2 consecutive years.

Year one applicants should be a minimum age of 13. The program fee for CIT's 13-14 will be the same as the regular program fee for other campers in Year One. Year One serves as the entry rung of the ladder leading to becoming a paid camp staff member. The goal of the program is to develop leadership skills that you can use throughout life and to help others and yourself identify and achieve goals. We help to develop your skills in leading and teaching children.

In year two, applicants should have completed year one of the CIT Program or be at least 15 years old. Year II CIT is the last rung of the CIT Program. The goal of the program is to further develop leadership skills that can be used throughout life and to help others and yourself identify and achieve goals. We also further develop your skills in leading and teaching children.

The Year II CIT slots are more competitive and only available to a limited number of campers. Preference will be given to Campers who have successfully completed our Year I CIT Program. Year II CIT's will participate in CIT training and activities and pay half the regular program fee.

How are CIT's Chosen?

The program will be limited to no more than 10 Counselors In Training and admittance to the program is through a competitive process that will include an interview process and application.

It is important that the CIT candidate show initiative and call the camp on his or her own to request the application materials. He or she should then carefully complete all of the application materials as well as the regular camp registration materials, and return the packet to the camp in the time allotted. All essay-type questions should be in the applicant's own words and neatly typed or handwritten. The formal interview may take place in person or over the telephone, depending on how far the candidate lives from the camp.

Program Outline

CIT's are requested to attend the pre-camp staff training the week before camp starts if school schedule permits. CIT's will take part in training with the head counselors at the beginning of camp and then move onto spending part of the day training with campers and staff members for the remaining weeks of the camp. Training will consist of planning, playing games, and safety training. CIT's assist in the administration of the program and in the execution of camp logistics such as, registration, drop-off, pick-up and equipment set up and take down. In addition, CIT's work with the CIT Coordinator and program staff to organize and conduct classes, prepare lesson plans and lead classes on selected days. CIT's will also help with the following activities: welcoming campers; participating in planning and implementation of the Camp Color Wars, Camp Cleanups, All-Camp Lunches and other special activities.

Training with the campers and staff will consist of being matched with a Counselor in a group to provide assistance during program time, meals, and to use the skills developed in the CIT training sessions. CIT's will attend staff meetings and work closely with the CIT Coordinator.

The CIT Coordinator will provide each CIT with two evaluations, after the second week and at the end of the training period.

Responsibilities With Campers

The CIT's will be subject to the same code of behavior and policies as regular program staff and will participate in all aspects of camp life. Under the supervision of a senior counselor they will:

- Make the camp a fun place to be, helping to devise and plan games and activities.
- Supervise cleaning and meals
- Help provide a safe and supportive atmosphere for campers
- Help campers resolve conflicts

CIT's will always work with a Counselor and/or the CIT Coordinator.

CIT's will work with the CIT Coordinator to learn the basics of child development, programming, and supervision procedures and policies, etc.

CIT's will work with staff to develop and co-lead workshops or games.

CIT's will participate in informal and formal activities with campers.

TCR Counselor-in-Training Application

Print out and complete this form, along with our regular camp registration forms, and return to TCR as soon as possible.

NAME _____
ADDRESS _____
CITY _____ ZIP _____ PHONE # _____
CURRENT AGE _____ DATE OF BIRTH ____/____/____ GRADE _____

CURRENT TCR MEMBER OR PROGRAM PARTICIPANT? YES NO

HAVE YOU EVER BEEN A C.I.T OR COUNSELOR? YES NO
IF SO, WHERE AND WHEN? _____

HAVE YOU ATTENDED THIS CAMP PREVIOUSLY? YES NO

NUMBER OF YEARS AT THIS CAMP: _____(yrs)

HAVE YOU ATTENDED OTHER CAMPS? YES NO

WHAT OTHER TYPE CAMPS HAVE YOU ATTENDED? (Please list names & dates)

Please answer the following: (Use an extra piece of paper if needed) Why do you want to become a camp counselor-in-training?

What do you expect to get out of the program as a CIT?

As a CIT, what activities and workshops would you like to lead and teach?

What certifications do you currently hold? Dates completed? (i.e. Babysitting Courses, First Aid, CPR, Lifeguard, etc.)

As a CIT what qualities and talents do you feel you would bring to the Camp?

Please read the commitment statement below carefully and sign in the space provided
Counselor-in-Training commitment statement:

If chosen as a Counselor-in-Training, I will commit to understanding the requirements and responsibilities of being a good camp counselor. I will commit to regular meetings, camp fees, counselor training, camp dates and any other areas needed to perform my duties as a camp counselor-in-training. I further understand that if I do not meet the standards of a responsible counselor, I will be dismissed from my duties.

SIGNATURE: _____

Parent commitment statement: As a parent (guardian) of the youth completing this application, I understand the necessity to only select individuals that will be committed to the Camp Counselor in Training Program. I will, to the best of my ability, support and encourage this youth to uphold his/her commitment to TCR's C.I.T program if selected.

Parent/guardian signature: _____

Date: _____