Dear Counselor-in-Training (C.I.T.) Applicant:

We are pleased you have expressed an interest in our C.I.T. program which is designed for teens, **13 years of age or older,** who want to further develop their leadership and communication skills as well as gain experience in planning and instructing activities for young children. **Acceptance into this program is based on an application and interview process.** Selected C.I.T.s will be assigned to a counselor and a group of children and be given a list of tasks to complete during the camp session**.** To be considered for an interview for the summer C.I.T. program, you must first complete the attached application and submit it to the Wolfeboro Parks and Recreation Department either electronically at parksadminassistant@wolfeboronh.us or mail to PO Box 629 Wolfeboro, NH 03894.

Selected applicants must commit to a set schedule with some flexibility and be available to attend all necessary trainings including the option to receive CPR/1st Aid Training. The fee for the program is $175 which includes hands on training and uniform. CIT's learn valuable skills under the supervision of Day Camp Counselors, Day Camp Directors, and the Wolfeboro Parks & Recreation Director. Handbooks and t-shirts will be distributed during training.

Sincerely,

Christine Collins
Director, Parks and Recreation

Wolfeboro Parks and Recreation
CIT (Counselor-in-Training) Application

First Name:		**Last Name:**
Street Address:		**City, State, ZIP:**
Home Phone:		**Cell Phone:**
Parent/Guardian #1 Name:	**Parent/Guardian #2 Name:**	**Parent Cell Phone:**
Gender:	**Date of Birth:**	**Email Address:**
School:	**Grade:**	**T-Shirt Size:**

Have you ever been a C.I.T. before? Circle: Yes / No If so, when and where? _____

_____

Why do you want to be a C.I.T.?_____

_____

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Describe all of your experience in dealing with children:

_____

_____

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_____

Do you have any special skills (speaks another language) or talents that may be useful in being a C.I.T.?

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Please list two references (not including family members – include names and phone numbers):

1._____

2._____

I certify that the above information is true. I understand that selection into the C.I.T. program is based on this application and an interview.

Signature: _____

Parental or Guardian Signature required if under 18 years of age:

_____

Parent or Guardian

Counselor-In-Training Rules of Conduct

Counselor-in-Training agrees to:

- Stay with assigned group at all times unless otherwise stated by the camp counselor. If on an assigned task, CIT shall not deviate from task for personal needs.
- Maintain personal care and wear appropriate camp attire.

CIT's arriving at camp without appropriate attire will be asked to leave the site.

- Never be alone with children.
- Respect others in what you say and do. CITs shall never use inappropriate language while in the vicinity of the site.
- Refrain from using a cell phone during camp hours. CITs may keep a cell phone on their person, in the vibrate or silent position. CITs found using a cell phone for any reason during camp hours will immediately forfeit their right to carry the 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. CITs needing to make an emergency phone call during the day will have access to a site phone under counselor/coordinator supervision.
- 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.
- Get to know campers' names on the first day
- Never use physical punishment, restrain or force a child.
- Keep camper incidents or issues confidential, only sharing information with supervisors and never with other campers.
- Take care of personal belongings & keep belongings out of campers' reach.
- Use equipment and supplies in a safe and appropriate manner.
- Teasing and bullying are not tolerated and are grounds for enrollment termination for campers and 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. CITS are not permitted to administer any first aid.
- Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- Chain of command for all camp issues, from staff issues to camper issues is as follows: Counselor, Camp Director, Assistant Parks and Recreation Director, Parks and Recreation Director, Town Manager.

I have read &understand the chain of command-_____

Grounds for Immediate Dismissal:

- Bringing a weapon to camp
- Intentionally harming yourself or causing injury to another child or staff member
- Vandalizing the property of the camp facility, staff or other children
- Stealing items from the camp facility, staff or other children
- Displaying inappropriate behaviors repeatedly
- Failing to comply with the Rules of Conduct
- Failing to display appropriate respect to authority figures on site

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Counselor in Training's Name (please print):_____

Signature of CIT: _____Date:_____

Signature of Parent/Guardian:_____ Date:_____

DAY CAMP CIT PROGRAM

TITLE: Counselor in Training
DEPARTMENT: Recreation
EFFECTIVE DATE: June 1- August 31
REPORTS TO: Camp Director
SALARY LEVEL: Community Service

POSITION SUMMARY:

Counselors-in Training (C.I.T's) will work closely with camp counselors to assist in the running of day camp to campers aged 6-8. This is an excellent opportunity to gain valuable experience. C.I.T.'s must attend a pre-camp training on June 3rd – Wink Tapply Workshop, CPR/First Aid either June 16th or June 18th during the day- must sign up, All Staff Training, Summer Kick Off June 23rd, and June 26-June 30 Camp Staff Training.
Summer camp begins July 2- August 17.

RESPONSIBILITES:

- Assist with the implementation of programs and activities to day campers.
- Support the counselors with the supervision of camper's safety.
- Commit to a schedule with the Day Camp Director.
- Actively participate in staff training and meetings.
- Encourage positive self-esteem of campers.
- Enthusiastically participate in all camp programs.

QUALIFICATIONS:

- An outgoing, positive attitude
- Ability to maintain safety and discipline in a fun and positive way.
- Ages 13-15

BENEFITS:

- Earn community service hours for graduation, honor society, and/or college applications (this is a volunteer opportunity).
- Receive feedback for your work with staff, parents, and campers
- Develop your leadership skills
- Gain hands-on experience working with children
- Reference Letter for future employment
- Successful completion of this program could potentially lead to a part-time/full-time position with Day Camp.