

# Counselor in Training (CIT)

**LEADERS MADE HERE**



**CIT registrations are non-refundable and a credit will only be issued when and if a wait list is formed**

## **Counselor in Training is perfect for teens who:**

- \* Are between 13 and 17 years old
- \* Enjoy being active all day
- \* Want to make new friends and lifetime memories
- \* Are looking to gain skills as a camp counselor

### **CIT Fees:**

- \$235 session 1 for members
- \$325 session 1 for non-members
- \$260 sessions 2-5 for members
- \$370 sessions 2-5 for non-members



**Check out our NIGHT OWLS program at the YMCA Outdoor Education Center!**

### **CIT Sessions:**

- Session 1– June 26–July 7
- Session 2– July 10– 21
- Session 3– July 24– August 4
- Session 4– August 7–18
- Session 5– August 21– September 1

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 and offer training in CPR, First Aid, or Child Abuse, depending on session. Stop by our Welcome Center or visit our website to register TODAY!

## Welcome to the 2017 Counselor-In-Training Program!

Counselors-in-Training (CIT) program at the Ithaca Y 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, possessing all of the core competencies the YMCA recognizes are vital to success as a counselor in either a day camp or after school setting.

While it is not "working" at camp in the same sense as a staff member, as a CIT, participants 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, classroom work, 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, discuss your observations and experiences while working with campers and staff, practice filling out job applications and gear up for the all-important mock job interview which will take place at the end of the two-week session. You will also receive volunteer hours that can be added to your growing resume, a certificate of program completion, certifications in basic First Aid and/or CPR, child abuse, and a letter of recommendation upon request.

### **Daily Schedule**

8:00 – 8:30 a.m.	Drop Off/Free Time	3:45 – 4:00 p.m.	Reading
8:30 – 9:00 a.m.	Morning Meeting	4:00 – 5:00 p.m.	Character Development Activity
9:00 – 1:45 p.m.	Placements	5:00 – 5:30 p.m.	Afternoon Meeting/Programming
1:45 – 2:30 p.m.	Swim	5:30 – 5:45 p.m.	Free Time/Pickup
2:45 – 3:00 p.m.	Snack Preparation	5:45 p.m.	Camp Day Ends
3:00 – 3:45 p.m.	Afternoon Meeting		

### **Morning Meeting**

During our morning meeting, you will meet with the Assistant Camp Director 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. Assistant Camp Director will also meet with each of you to discuss what he/she see while you're working with CITs, campers and counselors. He/she will make recommendations and help you to 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 or specialist 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 all activities, remember that **our number one goal is for CITs to enjoy themselves!** This means *you should not be competing against the CITs as you would against your friends.* As a CIT your primary responsibility is to help the counselor or specialist, so be aware of what is happening around you so that you can get supplies that are needed and 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 or specialist. They are responsible for handling discipline issues.

### **Swim**

The CITs will swim from 1:45-2:30 p.m. During this time you will be allowed to swim with the campers. Remember that you yourself are not a camper, and must exhibit appropriate, responsible behavior at all times. Our tolerance for misbehavior during swim time will be minimal, as it is already pretty hectic and again, you should be making things easier for the counselors, not more difficult.

### **Journal**

Each CIT will be given a journal on the first day of their session. CIT's will be asked questions and given prompts each day that are to be answered in their journal. The journal is also for writing down observations, questions, things they want clarified and activities that they come up with and plan. Journals will be read by the Camp Director and Assistant Camp Director daily/weekly. CIT's must bring their journal with them every day.

### **Afternoon Meetings**

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 that day. We will meet with you to discuss your day. We will also plan activities for character development.

### **Character Development/Activity**

Together we will implement the activities we have planned for the campers. You will have a leadership role during this time. You are responsible for explaining the activity and helping counselors and campers to participate and have fun! We will be working closely with you to help when necessary.

## 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 the YMCA, CIT's are to be signed in and out of the camp program by a parent or family member.
3. Be dressed appropriately - no messages about drugs, alcohol, or smoking on clothing. CITs that arrive with clothing that is too tight or too short will not be allowed to participate. Females should not wear skirts. One piece bathing suits are required for female CITs.
4. Sneakers are required as you will be running around a lot!
5. Help counselors and specialists deliver activities.
6. Encourage campers to participate through your own participation.
7. Report camper issues to counselors or specialists.
8. Report other issues to Camp Director.
9. Never be alone with campers; be sure there is always another counselor or specialist with you.
10. Never let campers sit on your lap or carry campers in any way.
11. 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.
12. Please call if you are unable to come 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 electronics of any kind during camp day.
- Clean up after yourselves
- Confront a person that upsets you in a respectful manner (best method is in private- i.e.; "can we talk for a minute in private?") 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
- Confidentiality - keep all things shared within the group
- Raise hand before speaking during discussions
- Support others

## **CIT Backpack (Daily Needs):**

Please be sure to clearly label all items with your child's first and last name.

Lunch, Sunblock, Water Bottle, Swim Suit & Towel, Comfortable Sneakers (no sandals, flip flops or open toe shoes or heels).

<b>Camp Adventure Weekly Themes</b>			
Week #1	Jump Into Summer	Week #6	In a Galaxy Far Far Away
Week #2	Beat the Heat, Water Week	Week #7	Slipping & Sliding Through Summer
Week #3	Let the Games Begin	Week #8	Retro Revolution
Week #4	A Seussical Summer	Week #9	Minute to Win It
Week #5	The Animal Kingdom	Week # 10	Nothing But the Best

## **Behavioral Guidelines**

The Ithaca Y 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, judgment, 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 or presents a danger (emotional, mental, or physical) to other CITs, campers, or staff, parents will be asked to withdraw their CIT from the program. Camp Adventure 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 when the CIT may return to camp, conducive to Y set policies.

## Sign-In/Out Procedures

1. Camp Adventure begins at 8:00 a.m. and ends at 5:45 p.m. Please check your CIT in directly with the Assistant Camp Director.
2. Morning sign-in, between 8:00 a.m. and 8:30 a.m., will take place at the side gym door off the North parking lot. After 9:00 a.m., parents will need to bring CITs through the front entrance which will require signing in at the front desk as well as signing the CIT in with camp. **CITs are not allowed to just be dropped off without signing in.** On Tuesdays and Thursdays when the camp is going off site, CITs will need to be dropped off by 8:15 a.m. or will miss their bus.
3. Only the individuals specified on the green emergency medical card will be authorized to pick a CIT up from camp. Please arrive prepared to show identification to verify you are allowed to pick your CIT up, and please inform other authorized persons of this policy.
4. A late fee of \$1.00/minute per CIT will be charged for CITs who sign out after 5:45p. Families who call to let us know they will be late still have to pay the late fee. Late pick-up fee payments must be made within 48 business hours of receiving notice, after which the CIT may be removed from further participation in program. No credits or refunds will be issued due to removal for lack of payment.
5. The YMCA staff under no circumstances can sign a CIT(s) out of the program and into another program.
6. **Please remember to check the Parent Information Bulletin Board for important news and information. The board is located in the hall leading to the gymnasium. Field trip information and a copy of the State Regulations will be posted on this bulletin board.**

## Everyday CIT Needs

1. **Weather-appropriate clothes.** Please remember that morning weather is cooler than afternoon, and the park is cooler than the YMCA site. ***CITs must wear their camp T-shirt on field trip days!***
2. **Comfortable sneakers:** Only sneakers are to be worn to camp. No sandals, crocs, dress shoes ect.
3. **Swimsuit and towel:** Swimsuits and towels are required on a daily basis. CITs must bring their own goggles, ear plugs, and nose plugs if they wish to use them as optional items. Females must wear a one piece bathing suit.
4. **Water bottle:** CITs are sometimes located far away from water fountains when off-site, and should always have a water bottle.
5. **Sunblock:** CITs are encouraged to protect themselves from the sun. We recommend SPF 30.
6. **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 card provided.**

## Things from Home

1. **Please do not bring playing cards, magic cards and any electronics, including cell phones. These items will not be allowed.** If such items (or similar items) are brought to camp, the staff and the YMCA cannot be held responsible for their safe return.
2. It is very important that all clothing, towels, goggles, water bottles, and lunch pails 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 by the gym.

## Early Pickups

Early pickups are often hard to facilitate, especially on field trip days. If an early pickup is absolutely necessary, please notify the Assistant Camp Director ASAP. Repeated tardiness and absences can affect course completion.

## Payment

Payment is due in full at the time of registration. Registration should be made in advance, as we allow a maximum of 10 CITs per session, and spots quickly fill.

Fees are non-transferable and non-refundable. In emergency situations, an in-house credit will be applied ***if a wait list is established for that camp week.***

### **Transportation Policy**

1. Parents are responsible for transportation to and from the Ithaca YMCA for drop off and pick up.
2. Tuesdays and Thursdays are field trip days for the summer camp. Parents are responsible to drop their CIT off at the YMCA no later than 8:15. If a CIT misses the bus it is the parent's responsibility to get their CIT to the field trip location. Location of the field trip is located on the parent bulletin board located in the gym.
3. CITs must wear the seat belt while being transported.
4. If a parent needs to pick their CIT up before departure from the field trip location it is the parents responsibility to contact the camp director and make plans for pick up.
5. In the event of an emergency the camp director and/or assistant camp director will if needed transport CIT in his/her vehicle to the nearest hospital.
6. Parents must sign a field trip waiver before any CIT can be transported by bus and/or staff member.

### **Important Phone Numbers**

**Syracuse Regional Office  
Dianne McLaughlin, R.O. Manager  
NYS Office of Children and Family Services  
Syracuse Regional Office  
The Atrium  
100 S. Salina Street, Suite 350  
Syracuse, NY 13202  
(315)423-1202**

**In the event of suspected child abuse or maltreatment, the YMCA staff or parent may contact the child abuse hotline at 1-800-732-5207 to make a report to the statewide Central Register of Child Abuse and Maltreatment.  
Child Care Complaint Hotline: 1-800-462-8261**

### **Evacuation Plan by Location**

#### **From Racquetball Courts:**

Primary Exit: proceed out past front desk and out the front exit  
Assembly area rear of main parking lot  
Secondary Exit: proceed to exit court turning towards Stay .N. Play to go to exit door.  
Assembly area rear of side parking lot

#### **From Youth Activity Area:**

Primary Exit: out the rear of building  
Assembly area field out in back of the pavilion  
Secondary Exit: proceed out through the lobby and out front door  
Assembly area rear of main parking lot

#### **From Gymnasium:**

Primary & secondary exit: Out any exit door  
Assembly area: rear of side parking lot

**Once all students have been evacuated we will take attendance from the sign in sheets before proceeding back into the building**

### **Prevention of Childhood Obesity**

Obesity and being overweight are the second leading cause of preventable death in the United States (US) and may soon overtake tobacco as the leading cause of death. By the year 2050, obesity is predicted to shorten life expectancy in the US by two to five years. Obesity is a significant risk factor for many chronic diseases and conditions, which reduce the quality of life, including type-2 diabetes, asthma, high blood pressure and high cholesterol. Increasingly, these conditions are being seen in children and adolescents. New York ranks second highest among states for medical expenditures attributable to obesity. The YMCA asks that families pack healthy nutritious lunches and beverages for summer camp. The Y has added the HEPA (Healthy Eating and Physical Activity) Initiative to our camp programs. This initiative focus' on insuring kids develop healthy habits around activity and healthy eating.

Contact Information for Camp Director Rachael Jackson [rjackson@ithacaymca.com](mailto:rjackson@ithacaymca.com); 607-339-5298 (Cell)

## **Counselor in Training (CIT) Group Expectations**

### **To qualify for the group you must:**

- Be 13-17 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 group:**

- 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 Assistant Director**

**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 8-8:30 a.m and 8-8:15 a.m on field trip days

### **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 you are working with of 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 yourselves.
- Gaining a positive leadership experience for 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 of the main responsibilities as well as the zero tolerance rule on this document.

CIT signature: \_\_\_\_\_

CIT QUESTIONNAIRE

Name \_\_\_\_\_

Nickname \_\_\_\_\_

What interests you most about becoming a CIT?

\_\_\_\_\_  
\_\_\_\_\_

What are some of the main reasons you think you would make a good CIT?

\_\_\_\_\_  
\_\_\_\_\_

Please list 3 positive things you have seen from CITs in the past.

\_\_\_\_\_  
\_\_\_\_\_

Please list 3 negative things you have seen from CITs in the past.

\_\_\_\_\_  
\_\_\_\_\_

What do you feel is your most important duty as a CIT?

\_\_\_\_\_  
\_\_\_\_\_

**Counselor in Training (CIT) Daily Performance**

CIT Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Criteria for reviewing daily CIT performance:*

1. **Attitude-** Positive or negative? Friendly or mean? Respectful or disrespectful?
2. **Assistance-** Does the CIT offer to help or give ideas? Does the CIT communicate with you, other counselors and CITs?
3. **Accessible-** Are they always available to help? Do they need to be reminded they are no longer CITs? Do they try to sneak off?
4. **Active-** Are they participating in activities and encouraging the CITs to participate? Do they lead and guide the CITs when transitioning from one activity to another?
5. **Adherence-** Did the CIT follow group rules? Did the CIT follow the safety rules? Did the CIT act as a leader or positive role model? Did you have to speak to the CIT about inappropriate behavior?
6. **Alert-** Is the CIT paying attention to what is going on with the kids or within your immediate environment?
7. **Addition-** Has the CIT been a healthy addition in a group/ camp?
8. **Above and Beyond-** Is this CIT working extra hard in your opinion? Please list on the bottom of the page any extra efforts worthy of acknowledgement.

*Please circle the correct response below:*

This CITs performance today was SATISFACTORY or UNSATISFACTORY

Comments:

\_\_\_\_\_

\_\_\_\_\_

CIT signature: \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Date: \_\_\_\_\_