



## **Introduction To The COUNSELOR IN TRAINING (CIT) Program at HLP**

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

- Gain a behind-the-scenes experience of the camp community.
- Establish job and character references.
- Personal growth and expanded self-esteem through leadership opportunities.
- After the CIT program you will have the ability/skills needed to work with children in a camp community, after school program or any youth program.

The Harbor Light Preschool Academy environment provides a unique opportunity for youth to build leadership skills, particularly in assisting counselors 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). Being a counselor-in-training is an important role in the camp, in which leadership skills and good characters, integrity, patience and self-control are nurtured and developed. If you are accepted into the counselor-in-training program, your example is important.

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

Counselors In Training assist our teachers and counselors. CITs help with supervising campers in their group during recreation times, meal times, and assist with camp preparation, clean-up, camper check-in, serve as a positive role model for young children, and help to create a supportive camp community. Harbor Light Preschool Academy camp does not accept more than 15 CIT's in a week.

### **Eligibility:**

- Must be 13 years of age during the summer of camp.
- Must be energetic and motivated to work with young children.
- Must have completed the application.
- Must be committed to 1 day of mandatory orientation/training (date TBD).

### **Qualifications:**

- Successful applicants will have a desire to work with children.
- Previous summer camp experience is preferred but not required.
- Requires demonstrated maturity, energy, enthusiasm, and communication skills.
- CPR and First Aid are recommended but not required.
- Counselor in Training will need to provide a recent physical if volunteering for more than 12 days.



## **Training Responsibilities and Duties Description Counselor In Training**

### **Responsibilities:**

- Campers Come First! Set a good example by being a positive role model.
- Assist Camp Counselors with daily activities, such as, field games, art, science, music, etc.
- Primarily communicate with campers NOT other counselors in training.
- Be punctual. Camp begins at 8:45am and runs until 1:00pm.
- Attend and be an active part of all camp activities. If you do not enjoy playing games, this is not the job for you.
- Participants must be able to attend 100% of the sessions enrolled in.
- Abide by all rules, policies and procedures.
- Treat all campers equally, there should be no favorites.
- Be cooperative with the teachers, counselors, your peers, and the campers.
- Be enthusiastic and have a positive attitude.
- Be able to separate from technology for the camp day as we have a strict no technology policy in place for campers and staff.
- Do not pick up children unless directed to.

### **Specific Duties**

1. Aid Counselors by helping to get equipment and supplies ready for the day.
2. Aid children in their learning by providing a good example
3. Help Counselors and children by helping to keep track of their possessions
4. Help Counselors to get children to activity and snack/lunch area
5. Contribute ideas to improve the program
6. Report any unsafe actions by children or other CITs to the Counselor of your group or the program directors.
7. Assist in cleaning and disposing of trash
8. Ability to accept supervision and guidance
9. Good character, integrity, and adaptability
10. Set a good example for campers and others, including cleanliness, punctuality, and sharing duties during cleanup.
11. Respect each camper for their uniqueness - within each group help create a community of people.
12. Counselors in Training will be supervised at all times and not left alone with campers
13. Other duties as assigned by Counselor



## Counselor-In-Training Application

Contact Information	
Applicant Name:	
Street Address:	
City, State & Zip Code:	
Home Phone:	
Cell Phone:	
Email Address:	
T-shirt Size:	
Date of Birth:	
Age at the start of camp:	
Mother's Name/Cell Phone	
Father's Name/Cell Phone	
Parent Email Address (required):	
Does this CIT have an IEP or a 504 plan?	Yes    or    No

References (Not a Relative)

Name	Relationship to you	Phone Number



## **Availability**

During which hours are you available to work this summer? *Minimum of 2 weeks*

Session	Please check:
Week 1- June 9th - June 13th	
Week 2- June 16th - 20th	
Week 3- June 23rd - 27th	
Week 4- June 30th - July 3rd (No camp on 7/4)	
Week 5- July 7th - July 11th	
Week 6- July 14th - July 18th	
Week 7- July 21st - July 25th	
Week 8- July 28th - August 1st	

Briefly, why would you like to be a C.I.T.?


What skills or talents can you bring to camp and what skill would you like to develop?




What does leadership mean to you?


**MOTIVATION and INTENTION:**

I am asking to be a counselor-in-training because:

(circle as many as apply)

1. One day I would like to be a counselor.
2. I like to work with children.
3. I am completing service hours for my school.
4. My parents/guardians want me to participate.
5. I have been a CIT at Harbor Light in the past and found it to be fun.
6. Other: \_\_\_\_\_

**Prior Camp Experience:**

Have you ever attended Harbor Light Preschool Academy or Harbor Light Summer Adventures as a camper?     Yes     No

What do you remember most about your experience?


Have you ever been a Counselor in Training (CIT) before? (any location)     Yes     No

Camp Name: \_\_\_\_\_ Number of years: \_\_\_\_\_



**Medical Information:**

Allergies/Health concerns:
Physician/Phone:
Preferred Hospital:

**Person to Notify in Case of Emergency**

Name
Cell Phone
Home Phone

**Phone and Technology Policy**

Harbor Light is a cell phone-free campus during the hours that the campers are present. Cell phones are not allowed to be on the CIT during those hours. Pictures are not allowed to be taken of the campers or the staff as many of our campers do not have a photo release.

I am willing to attend camp without my phone and understand that taking pictures of the campers and/or staff cannot take place.

CIT Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



## **Agreements**

1. The Parent/Guardian authorizes the Harbor Light Preschool Academy Camp CIT program to obtain medical care if any emergency occurs when the parent/guardian cannot be located immediately.
2. I/we assume all risks and hazards to participate in this activity including transportation to and from activity; and I/we do hereby waive, release, absolve, indemnify, and agree to hold harmless HLP, organizers, sponsors, supervisors, participants, and persons transporting myself/my child to or from activities when carrying out said responsibility in a safe, lawful, socially acceptable manner, for any claim arising out of injury to me/my child.
3. I understand HLP assumes no responsibility for lost and stolen property.
4. I/we, the parents/guardian of the above named participant, hereby give my/our approval for our child's participation in this activity.
5. I/we have notified in writing HLP of any special needs or medical conditions my/our child has that might affect his/her ability to participate in this activity.
6. HLP has permission to call my family physician in an emergency when I cannot be contacted.
7. HLP has my authorization and permission, in an emergency when I (or family member) cannot be located, to authorize my child be treated by Certified Emergency Personnel (i.e. EMT, First Responder, E.R. Physician) and to transport my child to the emergency room of the nearest hospital, and the hospital and its medical staff have the authorization to provide treatment which a physician deems necessary for the well being of my child.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a counselor-in-training, any false statement, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal. Also, I understand that this is an unpaid position that could lead, but does not guarantee, a future paid position.

Name (printed):
Signature:
Parent Name (printed):
Signature:
Date:



### **Our Policy**

There is a \$50 processing fee for each application. These fees cover processing the application, two staff t-shirts and training sessions/materials.

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

**Please send completed applications and checks to (pages 3-8):**

**Harbor Light Preschool Academy**

**4670 Congress Street**

**Fairfield, CT 06824**

**Or email to: [preschoolcamp@harborlightfoundation.org](mailto:preschoolcamp@harborlightfoundation.org)**

**Checks made payable to:**

**Harbor Light Foundation, Inc.**





## **Counselor in Training Conduct and Disciplinary Action**

It is Harbor Light's intention to provide a safe and positive environment for Harbor Light's staff, volunteers and campers. It is expected that all volunteers will conform to, and Harbor Light will enforce, the following rules of conduct. These rules include, but are not limited to this job description, and other normally acceptable behavior regarding personal conduct, job performance and safety. Implicit is an attitude of mutual respect and dignity for all the members of the Harbor Light community; campers, staff, and families.

Records will be kept and disciplinary procedures followed:

1. Verbal Warning
2. Written Warning
3. Suspension - 1 to 3 days
4. Discharge

Consideration will be given to the severity of the violation and the volunteer's past record with regard to disciplinary action.

In case of severe misconduct the volunteer will be asked to leave immediately.

In cases of suspected misconduct which require an internal or external investigation the volunteer will be suspended until the investigation is completed by the Directors (suspension is for protection of staff and campers).

- **Conduct leading to disciplinary action, which may lead to discharge will include, but is not limited to:**

1. Language or behavior that compromises a camper's safety or dignity.
2. Excessive or unexcused (failure to notify) absenteeism.
3. Excessive or unexcused tardiness or leaving early.
4. Failure to follow supervision of satisfy job description.
5. Smoking on church grounds.
6. Safety violations.
7. Violation of confidentiality issues.



8. Behaving in an unprofessional manner with regard to campers, families, staff.
9. Willful act or conduct detrimental to camper or program.
10. Theft or removal without authorization of materials or equipment.
11. Fighting or bodily injury to staff or campers.
12. Threatening or abusive language.
13. Misusing or destroying camp property.
14. Insubordination, failure to perform job or assignments.
15. Sleeping or unusual behavior on the job.
16. Unauthorized possession, use, alteration, or copying of records and/or disclosure of confidential information with regard to camper's and staff's files, and verbal conversations regarding students
17. Absence of two days without notice (leads to automatic termination).
18. Entering work under the influence of or possessing of drugs or alcohol.
19. False or malicious statements concerning the camp and its employees.
20. Sexual harassment.