

Job Description: Counselor-in-Training

A Youth Training Program of the Boys & Girls Club of Cape Cod's Summer Day Camp

General Description

Counselors-In-Training (CIT's) are generally 14-16 years old. Only a select group of applicants will be enrolled in the program each summer. Preference is generally given to teens who have attended Camp in previous summers as campers. We anticipate more applications than we have slots for. Filling out an application **does not** guarantee you a spot as a CIT at Camp. You must complete an in person interview (generally about 15 minutes) with the Camp Director.

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 unit for a minimum of 7 weeks.

CIT applicants should be a minimum age of 14. The program fee will be \$50 per week for the summer and will cover the cost of field trips and expenses associated with the CIT Program. 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 working with campers in a day camp setting.

The CIT program is an educational program, with a curriculum 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. Due to the reduced rate of Camp there is no financial aid or discounts available with the CIT program.

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 of outdoor 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. 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.

How are CIT's Chosen?

The unit will be limited to no more than 9 Counselor's In Training and admittance to the unit is through a competitive process that will include a written component and an interview process.

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 Director 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.

This new program will consist of : Working with a Camp Director to develop leadership and the teaching and procedural knowledge needed to be an effective counselor; training with staff during pre-

camp; special training for the CIT's during the summer; field trips to other camps or points of interest; and training with our regular counselors and campers in the Camp units.

Program Outline

CIT's will take part in one week of formal training with the Camp Director at the beginning of the summer 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 and playing games, safety training, first aid and CPR training for certification or recertification, leadership skills, and waterfront safety. CITs 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, CITs work with the Camp Director 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 Olympics, Camp Cleanups, All-Camp Picnic's, and other special activities.

Training with the campers and staff will consist of being matched with a Counselor in a unit to provide assistance during program time, meals, and field trips and to use the skills developed in the CIT training sessions. CIT's will attend staff meetings and work closely with the Camp Director and Head Counselors.

The Camp Director will provide each CIT with ongoing evaluation usually at the end of the week with goals on what to work on the following week.

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 the Camp Director 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 Camp Director.

CIT's will work with the Camp Director 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.

For more information contact:

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