



Counselor in Training (CIT) Program Guidelines

Introduction

The Counselor in Training (CIT) Program is a training program for students entering their Freshman year who are not quite ready yet for a job and have outgrown our summer programs. This program will help prepare and train future employees for this specific job, and help teach qualities, specifically in leadership, communication, and responsibility, that will be useful for any job they may eventually work. CITs play an important role in our daily operations as they learn their capacity to lead and reflect on their strengths and areas of improvement. This program will help participants grow as individuals while they increase their leadership potential in all aspects of their life. Role models play an integral role in all of our development and CITs will be no different as they learn the power of role modeling and the importance of living with key values and leading with them to encourage a positive environment.

Application Process & Acceptance

Those who are interested in this program will be required to fill out and submit an application form by the due date in order to be accepted. *Space is limited in this program* to ensure every participant can experience a personalized, intentional program. Accepted candidates will be informed by the advertised date.

Qualifications

In order to be accepted into this program, applicants must possess an interest, maturity, the willingness to lead and learn, and a good work ethic. Past attendance in our programs is strongly recommended but is not required.

Requirements

Those who are accepted into this program will be required to complete the same pieces of training and attend the same meetings with our current employees (of both elementary and middle school summer programs) prior to the start of our daily programming. These counselors will work with their supervisor to create a weekly schedule that works for them. They will go over specific details regarding their requirements, responsibilities, and daily duties with their supervisor.

Fees

The cost of this program is \$250. This covers CPR & training fees, days attended, summer apparel, and field trip expenses.

Duties/Expectations

The program schedule for CITs will include activities that help the individuals explore their own leadership style, develop skills for leading small and large groups, increase responsibility and time management, work on communication skills, and increase their capacity to lead at work and at home. They will receive training, job shadowing opportunities, be able to attend field trips, receive CPR training, and more.

CITs will spend their first week observing camp just to get a sense of the daily flow. By their second week, they will be invited to take on more leadership roles. This could be teaching a game or craft, reading a story to the younger campers, etc. Camp counselors and the camp director will serve as a resource and support system for participants for any assistance or advice they may require.

Other expectations include:

- Participate in staff meetings and bi-weekly check-ins with their supervisors.
- Receive and apply feedback.
- Be a role model for campers, exhibiting maturity and good judgment.
- Under supervision, lead camp activities and programs for which your skills, interests, and training qualify you.

Outcome

If our CITs decide they want to become an official employee the following summer, they will be responsible for completing the application & interview process and will have guidance from the Recreation Department whenever they need it during that time. *A job is not guaranteed as we cannot hire everyone.* If they need help applying for any other job, we will help them through that as well and will provide a reference letter. Community service hours will be given for all hours worked.

Parent Communication

This may be the first time going through the process of applying for a program for our participants. With that being said, we understand parents/guardians may want to

help with this process or even push them to do so. While we appreciate that, we want to talk with the potential participants and communicate with them. This is important for parents and participants to understand as it is a vital part of the improvement of their responsibility and communication skills.