



# **C.I.T Leadership Program**

**Summer 2017**

**Dear CIT's,**

**Camp AllSport would like to welcome you to the Counselor in Training Leadership Program. This program is designed to teach leadership skills that can be used to effectively work with campers and throughout your life.**

**We have a fun summer planned that combines leadership training and teambuilding experiences. Over the summer, you will learn to use your talents and abilities to make a positive contribution in the camp. This manual will help to assist you in the program.**

**Looking forward to a great summer!**

**Isaac Setton**

**CIT Director**

**Camp AllSport**

## PROGRAM OBJECTIVES

- To provide CIT's with training in how to use effective leadership skills throughout their lives.
- To learn to effectively work with children, Camp AllSport staff and peers at camp and in many other settings.
- To allow all CITs an equal opportunity to have fun and experience putting new skills into action in a positive, safe and structured environment.
- To develop skills such as communication, teamwork, setting goals and making plans to achieve them, making decisions, handling conflicts and resolving problems.

## CIT EXPECTATIONS

- CIT's are representatives of Camp AllSport (especially when at the program or in camp shirt) and should behave in a courteous and professional manner at all times.
- Attendance is the key to your success in the program. Report to work on time, at least 15 minutes before the start of camp, unless otherwise directed by your division head.
- Camp shirt, sneakers, shorts, pants or skirts.
- If you are going to be absent from camp, call the CIT Director.
- If you need to leave an area, please make sure it is covered and inform other staff so they are aware. Never leave an area unattended.
- Bring any concerns to your Division Head before they become an issue.

## FIELD TRIP EXPECTATIONS

- Attendance should be taken before leaving, once on bus, several points throughout the trip, before returning and on the bus when leaving.
- On bus, maintain order – no screaming, yelling, or horseplay.
- CIT's are not to sit with other CIT's.
- CIT's may not take campers without a senior counselor on trips.

## SITE/PROGRAM EXPECTATIONS

- Treat campers with respect and equality; listen to what they say.
- Use good judgment – make decisions that provide a safe and structured environment.
- CIT's should not be "lounging" on the side while campers are doing an activity.
- At no time should a CIT use their personal cell phone to text or take personal calls when working at the program. If there is an emergency, please discuss with your Division Head ahead of time.
- Campers are not allowed to bring weapons, or play with cell phones, iPod's, video games, etc. All items if seen, should be taken and given to parents upon pick up – remember to remind parents that these items are not allowed.
- Acknowledge and positively reinforce good behavior.
- **CIT's must go on their assigned busses at the end of the day. CIT's may not leave camp with other staff members.**
- **CIT's are not allowed to change bus assignments without a parent making the changes using our bus change program.**

## CIT TO STAFF INTERACTION

- CITs should be respectful to camp staff; do not contradict them in front of other staff or campers.
- If a CIT is asked to do something they are uncomfortable doing, please notify the CIT Director.
- CITs are not to be transported in personal vehicles by camp staff during camp hours under any circumstance.
- CITs are to maintain a strict hands-off policy while at camp. This includes displays of affection such as hugging, touching, rough housing in the pool, or any other behaviors that may be construed as inappropriate.
- Bring any concerns you may have to your CIT Director before they become an issue.

## CODE OF CONDUCT

The following policies have been established for the benefit of the program.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- CITs must show respect to all staff, campers, property, equipment and facilities.
- CITs may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- CIT's may not leave the program area without permission.
- Being in possession or under the influence of alcohol, drugs or tobacco products will result in immediate removal from the program.

At Camp AllSport, we hold a “Zero Tolerance to Violence” policy. A participant that is physically or verbally abusive to another participant, volunteer or Camp AllSport staff, they will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence, towards volunteer or Camp AllSport staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and dismissal from the program.

## DISCIPLINE PROCEDURES

- **1st Offense** – Verbal Warning (depending on the severity, one or two warnings may be given).
- **2nd Offense** – A meeting will be set up with the Camp Director and Camp AllSport Division Head to discuss the behavior and the parents will be notified. The behavior will be documented.
- **3rd Offense** - Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the behavior. There will be no refunds for days missed due to disciplinary infractions.

## **CIT RESPONSIBILITIES AND EVALUATIONS**

- The CIT's will work directly with the senior counselors and will provide assistance to the counselors with planning, organizing and implementing activities. The CIT will not be responsible for a group alone.
- CIT's will also be responsible for leading activities, helping to maintain order and discipline, recognizing and removing safety hazards, and acting as a good role model to the participants by having a positive attitude and following the rules.

Communication: This will be key in this program. It is extremely important to communicate every problem, no matter how small it may seem. It is important for you and your assigned counselor to work as a team. Teamwork is an important lifelong skill to develop.

## **TRAININGS AND EVALUATIONS**

There will be a Mandatory Training on May 9<sup>th</sup> from 6:15pm - 7:15pm. **This will be a time for the CIT's to enjoy connecting and networking with fellow CITs.** At the conclusion of their participation in the program, each CIT will be evaluated based on attendance, attitude, performance and the ability to reach their goals.

Performance evaluations will be used to highlight areas of demonstrated growth and achievement and to identify areas for improvement. They may also be used in consideration for any future participation at Camp AllSport.

## **C.I.T TRIP DATES (Thursdays)**

June 29<sup>th</sup> – Ice Skating

July 6<sup>th</sup> – Seaside

July 13<sup>th</sup> – Mountain Creek (**Late Day**)

July 20<sup>th</sup> – Beach/Mini Golf or Mall/Movies

July 27<sup>th</sup> – Skyzone / Bowling

August 3<sup>rd</sup> – Point Pleasant

August 10<sup>th</sup> - Great Adventure (**Late Day**)

## **Important Camp Dates**

May 9<sup>th</sup> - CIT Orientation

June 29<sup>th</sup> - First Day of Camp

June 30<sup>th</sup> - July 7<sup>th</sup> - Rotation #1

July 4<sup>th</sup>, 11<sup>th</sup> - No Camp

July 10<sup>th</sup> - July 14<sup>th</sup> - Rotation #2

July 17<sup>th</sup> - Official Groups

August 1<sup>st</sup> - No Camp

August 23<sup>rd</sup> - Last Day of Camp

## **CIT WEEK AT A GLANCE**

### **Thursday**

Trip Day

### **Monday, Tuesday, Wednesday, Friday**

9:00am - 9:25am: CIT's meet with Isaac for  
Workshop/Activity/Free-Play

9:25am: CIT's report to Group/Specialty/Coaching Spot

12:30pm - 1:15 pm – CIT Free Play (See daily schedule  
for details)

Throughout the week: Each division will meet with Isaac  
for one period (45 minutes) for supervision and updates:

Monday: 1<sup>st</sup> – 2<sup>nd</sup> CIT's

Tuesday: 3<sup>rd</sup> – 4<sup>th</sup> CIT's

Wednesday: 7<sup>th</sup> CIT's

Friday: 5<sup>th</sup> - 6<sup>th</sup> CIT's

## **C.I.T Leadership Training Program**

### **Week of June 30<sup>th</sup>: Goal Setting**

What should I expect to get out of this summer? CIT's will come up with goals for the summer and develop a mission statement. CIT's will learn more about what it means to make the transition from a camper to a counselor.

### **Week of July 10<sup>th</sup>: What is a Leader?**

CIT's will learn what characteristics are found in leaders. CIT's will learn how they can work on these skills throughout the summer and after camp is over. CIT's will be encouraged to practice leadership skills when working with their senior counselors. CIT's will also be encouraged to use those skills at school, work, home, etc.

### **Week of July 17<sup>th</sup>: Contribution**

CIT's will learn more about the roles they will play this summer as a contributing member of the Camp AllSport staff. CIT's will have the opportunity to also learn how they can be contributing members of society and in their community.

### **Week of July 24<sup>th</sup>: Positive Effective Communication / Teamwork**

CIT's will learn how to communicate with others in a way that will help them. CIT's will also learn more about what it means to be a part of a team and the benefits of working in a group rather than alone. No longer a camper, CIT's will learn how to effectively communicate with senior counselors in helping their campers have the best camp experience. CIT's will learn how to effectively manage situations through positive communication and will be encouraged to continuously use these skills.



**Week of July 31<sup>st</sup>: Grit, Growth Mindset and Fail-Forward**

CIT's will learn the meaning of grit, growth mindset and fail-forward mentality. With knowledge of these terms, CIT's will learn skills to enhance their summer as well as their lives after camp.

**Week of August 7<sup>th</sup>: Concrete Life Skills**

CIT's will learn various life skills throughout the week and learn how to apply them. Topics such as time management, stress management, conflict resolution and importance of sleep will be discussed during the week and worked on throughout the summer.

**Week of August 21<sup>st</sup>: My Legacy**

CIT's will reflect on the summer and determine how they can use the skills they have obtained this summer to their advantage. CIT's will have the opportunity to look back at what they've done this summer and see the results of their hard work.



**CAMP ALLSPORT**  
**Counselor in Training Manual Contract**

**CIT Manual**

I have reviewed the material outlined in the CIT Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal from the program with **NO REFUND**.

**Mandatory Training Sessions**

I understand that the CIT training date on May 10<sup>th</sup> is mandatory to participate in the program. I also understand additional required training will be done throughout the summer, which will contribute to the success in the program.

**CIT Expectations**

The following are a list of expectations for the CIT's to follow:

- Be at program on time every day.
- Do your best and be on time every day, if you are going to be late or absent, please contact the CIT Director.
- Be a good role model to the campers and the community.
- Listen, respect, and cooperate with adult counselors and staff. If the CIT feels they are being treated unfairly, they should contact the CIT Director.

## CIT Contract

I, \_\_\_\_\_ agree to follow the listed expectations while participating in the Camp AllSport CIT program. By not following them, I understand I may be dismissed from the program with no refund.

### **DISCIPLINE PROCEDURES**

- **1st Offense** – Verbal Warning (depending on the severity, one or two warnings may be given).
- **2nd Offense** – A meeting will be set up with the Camp Coordinator and Camp AllSport Division Head to discuss the behavior and the parents will be notified. The behavior will be documented.
- **3rd Offense** - Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the behavior. There will be no refunds for days missed due to disciplinary infractions.

PLEASE SIGN AND RETURN.

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

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

Print Parent Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

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

**CIT Rotations**

To best place our CIT's into groups, we have created a rotation program. Over the first two weeks of camp, CIT's will be placed in two different positions. CIT's have the option to choose which positions they would like to be put in. We will do our best to accommodate all your first choices.

Over these two weeks, Division Heads or Activity Leaders will evaluate the CIT's performance. Based on these evaluations, the CIT Director will determine the CIT's final group/specialty for the remainder of the summer.

Please rate your top **5** preferences below and list their importance with **1** being your top choice and **5** being your bottom choice.

.....

**Name:** \_\_\_\_\_

**Groups (Divisions)**

**Specialty Assistants (Girls)**

Early Childhood \_\_\_\_\_

Cooking Assistant \_\_\_\_\_

1<sup>st</sup> – 2<sup>nd</sup> Grades \_\_\_\_\_

Dance Assistant \_\_\_\_\_

3<sup>rd</sup> – 4<sup>th</sup> Grades \_\_\_\_\_

Fashion Design \_\_\_\_\_

5<sup>th</sup> - 7<sup>th</sup> Grades \_\_\_\_\_

Art Assistant \_\_\_\_\_

Nature Assistant \_\_\_\_\_