

## **Counselor-in-Training Program 2021**

Due to popular demand, the City will be making some changes to the CIT program to accommodate more youth interested in participating in this experience. CITs will apply with their preferred session dates. All applications will be reviewed, and CITs will be selected based on an interview (if needed) and experience. We will do everything we can to give CITs their top preference, but we can't make any guarantees. Up to eight CITs will be selected per session.

Notification will be made by: May 1<sup>st</sup>

**APPLICATION DEADLINE: April 23<sup>rd</sup> (for both residents and non-residents).**

Please email completed application to Katrina Hersh at [Katrina.hersh@leaguecitytx.gov](mailto:Katrina.hersh@leaguecitytx.gov)

### **About the program**

The **Counselor-in-Training program** gives kids 13-15 years old the opportunity to learn more about the behind the scenes of Summer Camp and what goes into being a great counselor. Counselors-in-Training (CITs) will observe our full-time summer camp staff for the duration of one or more sessions. CITs will have the opportunity to earn volunteer credit as well as gain teamwork and leadership experience from their time spent at Camp by the Creek.

### **Requirements:**

Candidates for CIT are individuals between the ages of 13-15 years old. Every CIT will turn in an application and will be selected for certain sessions based on their applications and session preference.

### **Fees**

Sessions 1&4: Residents- \$101.25/ Non-Residents- \$152

Sessions 2,5, &6: Residents- \$112.50/ Non-Residents- \$168.75

Session 3: Residents- \$56.25/ Non-Residents- \$84.50

### **Job Description:**

CITs will support Camp Counselors, Assistant Camp Director and Camp Director in organizing, facilitating, instructing, and monitoring all camp activities. CITs will be expected to complete weekly assignments given by the Assistant Director and/or Camp Director. The CITs will exhibit good behavior, enthusiasm, self-control, dependability, and a positive attitude. They will be under the supervision of the Camp Director or Assistant Camp Director when their assigned counselor is absent.

### **What to Expect**

- Each session, a CIT will be assigned to "shadow" a counselor. They will be expected to help set up the activities or games that their counselor has assigned and when ready, the CIT will lead an activity or game with support from their counselor.
- CITs will assist in counting off campers for games and gathering equipment that a counselor may need.
- CITs will assist counselors in clean-up for lunch, snack, and arts and craft times.
- CITs should present themselves in a courteous and professional manner to other CITs, parents, counselors, directors, campers, and recreational staff members.
- CITs will participate in weekly meetings to discuss leadership and camp topics. These meetings will be conducted by either the Camp Director, Assistant Camp Director or CIT lead.
- As a group, CITs will lead 2 games daily.

### **Boundaries**

- CITs will NEVER be allowed to discipline campers. CITs are encouraged to serve as an extra pair of eyes, and to report any unfavorable behavior or issues to their assigned counselor or the assistant camp director.
- CITs should not speak to parents about behavioral issues concerning other campers. Any needed communication with parents regarding campers should be handled by the Counselor, Assistant Camp Director or Camp Director.
- CITs will run a game or activity with the supervision of their assigned Counselor, Assistant Camp Director, or Camp Director.
- CITs will not take campers to use the restroom or changing out for the pool.

### **Assignments**

- CITs will be given daily assignments; the Camp Director will discuss the daily assignments with the CITs at the meeting.
- Each week, CITs will meet with the Camp Director and/or Assistant Camp Director to discuss leadership and camp topics. This will also be a time for CITs to bring up any concerns or questions they have. CITs are encouraged to ask questions throughout their sessions and bring any concerns they have to the Assistant Camp Director or Camp Director.
- CITs will work together to lead games/activities with the campers.

### **Fraternization**

- We ask that CITs not add counselors to any of their social media accounts. Per our policy, Camp Counselors are not allowed to be friends with any CIT or camper on any social media.

### **Other**

- CITs should notify the Assistant Camp Director or Camp Director immediately of any concerns or issues.
- Should a CIT need to be away from camp, there is no need for formal request or approval. Simply let the Camp Director know when they will be absent from camp.
- CITs will be expected to set the example and wear appropriate attire during camp at all times. CIT shirts must be worn on all field trips. Tennis shoes must be worn at all times during regular camp hours.

### **Discipline**

- Disciplinary action will be handled on a case-by-case basis depending on the severity of the situation.
- CITs are expected to follow all directions and rules given to them by the Counselors, Assistant Camp Director, Camp Director, or other recreational staff members.
- Consequences for CITs are similar to that of a normal camp participant.
- If a CIT receives 3 or more write-ups, they will be suspended from the remainder of the session.

Counselor-in-Training Application

Summer 2021

Please make sure to fill out the following 3 pages and turn in to Katrina Hersh, Camp Director.  
Katrina.hersh@leaguecitytx.gov

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

Age: \_\_\_\_\_ T-Shirt Size: \_\_\_\_\_

Have you attended Camp by the Creek before?

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

Please list sessions in order of preference: (1= Most - 6= Least)

\_\_\_\_\_ Session 1, June 1-11<sup>th</sup> (Schools Out, Scream & Shout)

\_\_\_\_\_ Session 2, June 14-25<sup>th</sup> (Mix it Up!)

\_\_\_\_\_ Session 3, June 28- July 2<sup>nd</sup> (Adventure Week)

\_\_\_\_\_ Session 4, July 6-16<sup>th</sup> (Sports Camp)

\_\_\_\_\_ Session 5, July 19- 30<sup>th</sup> (Mix it Up!)

\_\_\_\_\_ Session 6, August 2-13<sup>th</sup> (Last Hoorah!)

CITs will need to be able to attend one of following training dates before camp. Please select which one you will be able to attend. Training will last for roughly 1.5 hours. CITs will have an opportunity to meet the staff for the summer and each other and will learn camp games as well as review what it'll be like be a CIT this summer. This will also be a time for CITs to ask questions.

\_\_\_\_\_ May 25<sup>th</sup>, 6-7:30pm

\_\_\_\_\_ May 27<sup>th</sup>, 6-7:30pm

Please answer the following questions:

1. Please list all your previous leadership experience. Include volunteer work, employment, certifications, special skills, sports, clubs, and other extracurricular activities.
2. Describe what rule you feel is most important in a camp setting and explain why.
3. Describe the role you see a CIT playing and the most important responsibility they have.
4. This program is all about being a leader with children in a camp setting. Why do you want to work with children?
5. What characteristics do you feel you can contribute to a team or group?
6. Why should you be selected for this program?

Camp by the Creek CIT Program Code of Conduct

I, \_\_\_\_\_, hereby agree to the following Code of Conduct:

CITs will

1. Dress in clean, neat clothes that are appropriate for the daily activities to include closed toe shoes and wearing CIT shirt on fieldtrips.
2. Develop and lead at least one activity, game, story, or craft each scheduled week
3. Fully participate in all areas of camp. Act as a leader and take initiative to complete all daily tasks without being asked.
4. Work with camp staff daily with set-up, clean-up, and keeping areas used by Camp by the Creek clean.
5. Be respectful.
6. Take steps to ensure camper safety during all activities.
7. Promptly inform the camp staff and/or education director of any serious problems that may arise.
8. Not use cell phones, or any other electronic equipment while at camp.
9. Do not leave building or Recreation Center until a parent or guardian has come inside to sign you out
10. No cursing or use of negative language

During camp, CITs will be assigned a counselor to work with. They will be there to assist the counselor but are not expected to fulfill the role of a counselor.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child's Signature

\_\_\_\_\_  
Date

**Cellphone Policy**

Please note that electronics are **not allowed** at camp. We ask that you keep all these items, including **cellphones** and iPad at home. If a camper is found using these items or has them out, we will put them in the safe until they are picked up. Please have your child sign below acknowledging that they have read and understand that use of electronics, including cellphones, will not be allowed and that if they are found using any electronics that the item will be put in the safe until they are picked up.

X \_\_\_\_\_  
Camper's Signature

X \_\_\_\_\_  
Parent's Signature

Camp by the Creek  
Counselor-in-Training (CIT) Reference Form

Applicant Instructions: Provide your reference with the following questionnaire.

Referee Instructions: Fill out the completed form and email to Katrina Hersh, [katrina.hersh@leaguecitytx.gov](mailto:katrina.hersh@leaguecitytx.gov) by April 23<sup>rd</sup>.

I \_\_\_\_\_ authorize \_\_\_\_\_ to provide relevant information that  
(Applicant) (Name of Referee)

will be used to arrive at a decision regarding my placement in the CIT program.

**To be completed by the referee:**

What is your relationship to the applicant: \_\_\_\_ Teacher/Professor \_\_\_\_ Coach \_\_\_\_ Other: \_\_\_\_\_

How long have you known the applicant: \_\_\_\_\_

Please rate the applicant to the best of your ability with regard to the following (5= Most/1= Least)

Dedication	1	2	3	4	5
Use of Good Judgment	1	2	3	4	5
Maturity	1	2	3	4	5
Teamwork	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Responsibility	1	2	3	4	5

Is there anything else that you would like to share with us about this individual?

Referee's Name: \_\_\_\_\_

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

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