

NORWICH RECREATION DEPARTMENT

Counselor-in-Training Guidelines

All CIT applicants should be interested in working with children and possess maturity, flexibility, a strong work ethic, and the ability to have fun.

Counselors-In-Training (CITs) are enthusiastic, responsible young people who are dedicated to creating a fun, safe and engaging experience for the younger members of our camps. The goal of the CIT program is to develop leadership skills that you can use throughout life. Being a CIT can help to develop your skills in leading and teaching children.

CIT I applicants must be at least 13 years of age as of June 15th and have graduated from the sixth grade. Year I serves as the entry rung of the ladder leading to becoming a paid camp staff member.

CIT II applicants generally will have completed Year I as a CIT, however, in certain infrequent circumstances (ie. Medical or specialized prior training, or identification as ‘Camper Partner’), relevant experience will permit a CIT to enter as a CIT II, bypassing Year I. CIT II is the last rung of the CIT Program.

CIT II slots are more competitive and only available to a limited number of participants. Preference will be given to those who have successfully completed **at least 4 weeks** of our Year I CIT Program. CIT IIs will participate in CIT training and activities for half of the summer and will be eligible to move into any open Counselor position by mid-summer (dependent on availability) of an open Counselor position. If there is no open position, CIT IIs will be asked to stay on in training, and may be offered paid work on an “on-call” basis.

All CITs will be offered a Norwich Recreation registration for every week they attend summer camps as a trainee. This registration is transferrable within a household, and does not expire. It can be applied toward any Norwich Recreation program.

All CITs who travel to the Storrs Pond afternoons are offered two passes for the Storrs Pond facility for every week they attend the afternoon program as a CIT I or CIT II.

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 their season as a CIT I, that he or she will be hired by our program as a Counselor or in any other program. The Recreation Department has a limited turnover of staff and in any given year may only have a few jobs available. Regardless, CITs develop skills that often lead to employment elsewhere as a Counselor due to CITs having formal training in camp and leadership skills.

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How are CIT Is Chosen?

The summer session will be limited to no more than 20 CIT Is. Admittance to the session is through a competitive process that will include a written component and an interview process. Forms for applying to become a CIT I are available at the Recreation Department and online at the Town website.

CIT I candidates should show initiative and call the Recreation Department on his or her own to request the application materials. He or she should then carefully complete all of the application materials, and return the packet in the time allotted. All essay-type questions should be in the applicant's own words and neatly typed or handwritten. The formal interview must take place in person.

The summer program will consist of: (a) Working with a CIT coordinator to develop leadership and the teaching and procedural knowledge needed to be an effective counselor, (b) Training with staff during pre-camp, (c) Special training for the CITs during the summer, (d) Field trips to other camps or points of interest, and (e) Training with our regular counselors and campers in the camp units.

All CITs will attend the pre-camp planning meeting one month before camp and the First Aid & Safety training the week before camp starts. CITs will take part in two weeks of training alongside the Counselors 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 leadership skills. 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 Counselors and program staff to organize and conduct classes. On selected days, CITs will also help with the following activities: welcoming campers; participating in planning and implementation of the games, assisting with the transportation plans between sites, and other special activities.

Responsibilities With Campers

The CITs 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 a senior counselor 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

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COUNSELOR-IN-TRAINING APPLICATION SUMMER 2019

Session dates: Monday, June 17 – Friday, August 16

The goal of the Counselor-In-Training (CIT) program is to provide 13 to 16 year olds with the opportunity to be mentored by bright and charismatic camp counselors and staff and to learn the leadership skills that are necessary for them to act as role models for children younger than themselves. CITs will be assigned to a specific group for the duration of a session or placed where needed, and through hands-on experience, will have the opportunity to interact with counselors and instructors in the operation of the Recreation Department Summer Camp Programs. CITs will have an extensive amount of direct interaction with program participants and as such should be friendly, approachable and enjoy working with children.

PERSONAL INFORMATION

Name: _____ Date of Birth: _____ Sex: ____

Address: _____

Best Phone #: (h) _____ (cell) _____

Email: _____

Grade in Fall 2019: _____ Age as of 6/19: _____

Parent/Guardian's Name: _____

Cell: _____ Email: _____

How did you find out about the program? _____

Have you attended Norwich Recreation Camps before? Yes No

If yes, what year(s) were you a participant? _____

NOTE - Cost: \$0, however CITs need to commit to at least 1 week of the summer program they are assigned to. **These are not paid positions.** • CIT positions are not a guarantee; all applicants must interview and anyone selected to be a CIT will be placed in the camp that the Recreation Director feels will be the best fit.

Current School: _____ Current Grade: _____

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Favorite Classes: _____

Additional School Activities: _____

What types of sports and recreational activities do you enjoy? _____

What qualities do you feel a good counselor should have? _____

Why do you want to be a Counselor-In-Training (Include what skills you would like to gain)?

What do you feel you can contribute to the program? _____

What experiences have you had working with others (i.e. babysitting, community service, sports teams, scouting, etc.) _____

Is there anything else you feel is important and would like us to know about you? _____

Personal Reference Name & Phone #: _____

Teacher Reference Name: _____

Applicant Signature Date

Parent/Guardian Signature Date