



## COUNSELOR IN TRAINING (CIT)

CIT's live in the cabin with campers and assist the counselors in caring for the campers. CIT's are literally in training to become ISTC counselors.

### MINIMUM QUALIFICATIONS

- minimum age of 17 years
- previous ISTC/IXTC camper
- desire and ability to work with children
- previous experience with children (i.e. teaching, coaching, babysitting, volunteer work)
- ability to assist in teaching activities, especially sports
- enthusiasm, patience, maturity and self control

### GENERAL RESPONSIBILITIES

- assist the cabin counselors
- live in cabin with campers (# of campers may vary each week - minimum of 9)
- supervise & participate in all assigned aspects of the campers' day including: morning wake-ups, cabin cleanups, meals, recreation & evening activities, laundry, preparing for bed, supervising personal hygiene, enforcing lights out & curfew, overseeing unpacking & packing of campers' luggage
- help campers plan their participation in cabin-wide & camp-wide programs, special events and activities
- organize campers for all activities and ensure their attendance - camper time management
- maintain a positive atmosphere at camp by preventing social cruelty between campers (bullying, cliques, name calling, teasing, etc.)
- support campers with specific needs (homesick, sleep issues, special medications, etc.)
- assist counselors to enforce the rules, policies, safety procedures, and traditions of the camp with a positive attitude
- assume responsibility for the health and welfare of the campers entrusted to your charge
- assist with afternoon recreational activities
- assist with All Sports sessions
- serve as a good example to campers in personal language, appearance and health habits
- prepare and actively participate in CIT meetings and supervisory conferences
- perform cabin cleaning responsibilities
- maintain good public relations with campers' parents
- communicate weekly with resident life directors and directors through journal writings and one-on-one meetings

Keep in mind that these are not the only duties. Some duties may be added or reassigned as necessary.

## HOURS

CIT's and campers have a 10:15 pm curfew and a 10:45 pm lights out with the exception to their day off. If CIT's are staying for two or more consecutive weeks, they have one day off per week on either Friday from 12:00 noon to Saturday at 11:30 am, or Saturday at 11:30 am until Sunday at 11:00 am. All camp rules apply to CIT's. All CIT's must leave camp at the end of their contracted stay. CIT's can only be on camp grounds during their specified work dates.

## GENERAL RULES

CIT's are responsible to their cabin counselors, resident life directors, camp directors & camp owners. All staff members are expected to abide by all policies and procedures with a positive attitude and to assist in enforcing said policies. Potential staff members should understand that campers' needs for health, safety, and happiness come first. It is the staff's responsibility to provide a positive learning experience in a safe and clean environment so that campers feel good about themselves and their accomplishments.

1. Illegal drugs, weapons, alcohol and smoking on camp grounds are strictly forbidden. Abuse of this policy is grounds for immediate dismissal.
2. Cell phones and internet enabled devices may only be utilized during non-work hours and in designated areas. Abuse of this policy shall lead to confiscation of said items. All staff must have their personal social media pages set to private.
3. Staff fraternization with campers and CIT's is strictly forbidden and is grounds for immediate dismissal. Furthermore, directors are not permitted to fraternize with staff under their direct supervision.
4. Coed visitation is strictly forbidden in restricted areas and is grounds for immediate dismissal.
5. Appropriate dress is required.
6. Follow and comply with all rules, regulations, policies and procedures outlined in the ISTC staff handbook.