



Warren County YMCA

Camp Meskwaki Counselor in Training Manual





Dear CIT's,

The Warren County YMCA would like to welcome you to the Counselor in Training Program. This program is designed to teach effective leadership skills that can be used throughout your life and how to effectively work with children.

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 to our Summer Day Camp. This manual will help to assist you in the program.

We look forward to a great summer. Remember, the benefits of recreation are endless!

Enthusiastically,

Biancha Luna (Bumblebee Biancha)
Youth Development Director
(309)-734-3183



Character Counts!

Our Mission:

To put Christian principles into practice by providing programs that build healthy spirit, mind and body.

The YMCA:

For Youth Development

For Healthy Living

For Social Responsibility

Core Values:

Caring, Honest, Respect, and Responsibility



PROGRAM OBJECTIVES

To provide participants with training in how to use effective leadership skills throughout their lives.

- To promote the “Character Values” of the YMCA.
- To learn to effectively work with children at camp.
- To allow all participants 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, leadership, and making decisions.

CIT EXPECTATIONS

CITs are representatives of the Warren County YMCA (especially when at the program) and should always behave in a courteous and professional manner.

- All CIT’s must be dressed in attire appropriate for position. -Gym shoes, Camp shirt, shorts, or pants.
- Help keep stations, supplies, and equipment neat and in good condition.
- Respect other staff members
- If you are going to be absent from camp, please call the Camp Director. You only get 3 unexcused absences. After 3 you will be removed from the program.
- If you need to leave an area, please make sure it is covered and inform other staff, so they are aware.
- Bring any concerns to the counselor you are working with, the camp coordinator, or the camp director before they become an issue.
- Assist counselor with keeping children engaged in activities.
- Assist counselor with getting campers ready for transitions/rotating to next activity!



Field Trip Expectations

- Assist counselor with Face Counts.
- Assist counselor in keeping campers in their groups and use of the buddy system.
- On bus, assist counselor in maintaining order – no screaming, yelling, littering, getting up from seat.

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 for all campers.
- CITs should not be “lounging” in the grass or sit on tables or counters – position yourself near the campers to monitor their activities – never turn your back towards them.
- Please do not use your cell phone to text or take personal calls. You may take pictures but ask the counselors for permission first and all pictures are sent to the Camp Director or Coordinator. You cannot post pictures on your own personal social media pages. The Director or Coordinator will post the pictures that are acceptable on the Camp Meskwaki Facebook Page. Then you can share your pictures. Let the camp coordinator or director know you need to make a call or send a text during the day.
- Never be alone with a camper. You cannot take campers to the bathroom, locker room, or anywhere by yourself. You must always have a counselor with you.
- Campers are not allowed to bring or play with weapons, cell phones (must stay in bookbags), iPod, cd players, video games, etc. Please let the counselor know if you see any of these items.



- Earn the respect of the campers by being consistent, fair and caring.
- Acknowledge and positively reinforce good behavior.
- Have fun and enjoy your job!

CIT TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect CIT's from any possible accusations. Therefore, we have established the following procedures:

- Campers should not be touched in any manner that may be construed as "personal" or "private". This could include applying sunscreen (You may assist with the spray sunscreen just not the lotion) or bug lotion (you may assist with the bug spray just not the lotion), allowing participants to sit in your lap, carrying a camper.
- Campers are required to take care of their own bathroom needs, which includes clean up or changing from an accident.
- CITs should always follow a strict hands-off policy. This includes an aggressive manner such as grabbing or shoving.
- No name calling, even if just joking around. This includes nicknames for kids.
- Outside contact with the campers is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
- Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc.
- Treat the campers with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.



- If you have a question of whether something is appropriate or not, it probably isn't.

KEEPING THE CAMP SAFE

General Safety Rules

- Be aware of all your surroundings – watch all areas around you.
- Assist with face counts frequently – especially when outside or away from site.
- Always maintain a visual view of the campers.
- Campers should go to the restroom or drinking fountain with a buddy and be in view of a staff person.
- Rough housing, play fighting, and wrestling are never allowed.
- Ask counselor if you need anything from the Y Kids Clubhouse, Gym Closet, and Camp Closet. Do not enter or allow campers to get equipment without permission.
- Equipment is only to be used for the purpose of which it was intended.
- Any equipment that is broken or unsafe should be given to the counselor to be turned into office for disposal, repair or replacement.
- Never leave an area unattended.
- Behavior expectations remain the same for on and off-site locations.
- Notify counselor if you see any person who you feel does not belong in an area where your campers are playing.



CIT RESPONSIBILITIES AND EVALUATIONS

- The CIT's will work directly with the camp counselors and will aid the counselors with organizing and facilitating activities.
- The CIT will not be responsible for a group alone.
- CIT's will also be responsible for helping to maintain order and discipline, recognizing, and removing safety hazards, and act as a good role model to the campers 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 to your supervisor. It is important for you and your assigned counselor to work as a team. Teamwork is an important lifelong skill to develop.



SUMMER CAMP 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.

CIT Expectations

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

- Do your Best
- Be a good role model to the campers and the community
- Listen and cooperate with adult counselors and staff, if the CIT feels they are being treated unfairly, they should contact the manager or director
- Respect everyone by eliminating put-downs
- Use good customer service

I agree to follow the listed expectations while participating in the program. By not following them, I understand I may be dismissed from the program.

Print Name_____

Signature_____

Parent's Signature_____

Date_____