



Discovery Summer Day Camp Counselors In Training Handbook

LOCATION

Discovery Center
11983 Amblewood Dr

REGISTRATION DEADLINE

Registration will begin the April 1.

OBJECTIVE OF THE COUNSELOR IN TRAINING PROGRAM

The Counselor in Training Program (CIT) was developed to give young people who are entering the 6th grade up to 9th grade, the opportunity to acquire leadership skills through involvement in the City of Meadows Place Parks and Recreation Department Summer Day Camp. Being selected for a CIT position is a privilege not a right. It is an opportunity for young people to develop valuable life and work skills in a fun camp atmosphere.

Being involved with our day camp program is a serious commitment of time, energy, and responsibility. CIT's are unpaid volunteer positions, but they must adhere to the same code of conduct as Camp Counselors, and will be held accountable for their behavior. CIT's are expected to meet and exceed the expectations of the program as follows:

- Take responsibility for your own actions as well as those of your assigned group.
- Present yourself as a good role model for campers and other CIT's.
- Respect members of the Parks and Rec staff, summer staff, campers, and fellow CIT's.
- Adhere to the rules and guidelines set forth for the CIT program.
- Take your position at the Discovery Center Summer Day Camp seriously and perform to the best of your ability.

COUNSELOR IN TRAINING CANDIDATE QUALIFICATIONS

- CIT candidates must be entering 6th – 9th grade at the time of registration.

- CIT candidates must possess a high degree of responsibility, maturity, reliability, and enthusiasm.

BENEFITS TO THE COUNSELOR IN TRAINING

The CIT Program will provide young people with valuable work experience in a fun, relaxed atmosphere. CIT's may use this experience for future job references, college applications, and/or scholarship applications.

JOB DESCRIPTION, FUNCTION, AND DUTIES

A. Purpose: To assist Summer Camp Counselors in the provision of a quality summer camp program for children ages 5 to 11.

B. Function: Works under the general supervision of the Camp Director.

C. Duties:

1. Adhere to policies and procedures set forth by the Summer Camp Program.
2. Assist Camp Director and Counselors in the supervision of assigned campers. CIT's will not be required to supervise campers alone or to implement disciplinary action toward campers.
3. Assist Counselors in conducting activities. CIT's will actively participate in planned activities.
4. Distribute arts and crafts supplies to campers.
5. Distribute equipment and take supplies to the activity fields.
6. Assist Counselors in the clean up and set up of program areas.
7. Maintain camp equipment and supplies, as needed.
8. Report issues pertaining to camp programs, campers, facilities, and any other concerns to Counselors/Staff.

TRAINING REQUIREMENTS

CIT's are required to attend training sessions that covers basic first aid and CPR.

FINANCIAL REQUIREMENTS

CIT should be enrolled in a weekly camp. Staff shirts will be provided. CIT's should bring lunch and two snacks each day.

HOURS OF WORK

Discovery Summer Day Camp CIT's work Monday through Friday, from 8:00am to 5:00pm,

CIT's have the option of also working from 8:00am to 12:30pm and/or 12:30pm to 5:00pm on any given day. There will be no camp July 4.

FEE

Full Day 8am-5pm: \$75 Resident; Entering Grades 6th – 9th

Lunch is NOT provided

REFUND POLICY

Full refund will be issued 14 days prior start of session. 50% refund will be issued 7 days prior start of session. Refunds will **not** be given once camp has started except in the event of an emergency. If your child leaves early or is not able to attend due to illness, behavior problems or parent request, there will be no refunds or prorated fees.

MEDICATION

Except under unusual circumstances medication should not be sent to camp. If medication is to be administered at camp or held at camp for emergency purposes (i.e. Epi Pens, inhalers, Benadryl), please follow these guidelines:

Prescription and nonprescription medication shall be given only with a completed written authorization form. All medications must be in their ORIGINAL CONTAINER with the current prescription label or direction label attached. Medication must be labeled with the child's name. No loose or unpackaged meds will be given.

ALLERGIES

Any CIT with known allergies that could lead to a severe reaction must bring an appropriate treatment kit to camp. Food allergies must be indicated on the registration form.

DRESS CODE & CELL PHONES

All CIT's are required to have a neat and professional appearance that reflects well upon the department and the city. They will be given a staff shirt. Staff shirts are to be worn every day. **Short shorts are not acceptable to wear to summer day camp (shorts must be no more than 2 inches above the knee).** Athletic shoes or any rubber soled shoes with socks must be worn. The following attire is not appropriate: cut-off shorts, clothes with holes, sandals (except during swim time), or two-piece swimsuits. Hats may be worn with the bill facing forward. Earrings are to be worn only in the ears. CIT's who do not adhere to the dress code will be sent home to change (or parents will be called to pick them up from camp). Repeated violation of the dress code is grounds for dismissal from the program.

The use of cell phones, i-Pads, tablets, Gameboys and other similar electronic devices is not permitted while on duty without pre-approval of the Camp Director. CIT's are advised to leave these items at home. Meadows Place is not responsible for damage or loss of property. Parents who wish to speak with their CIT may call 346-754-5873. These calls should be limited only to urgent matters involving the CIT.

ABSENTEEISM POLICY

If a CIT cannot work due to illness or other emergency factors, it is mandatory that the absence be reported to the Camp Director at least one hour ahead of planned work schedule. Two unexcused absences may result in dismissal from the program. CIT's must call the Camp Director or Recreation Supervisor if they are going to be late or unable to report to duty. Notifying a counselor or another CIT is NOT acceptable.

TRANSPORTATION

Parents/Guardians MUST provide transportation to and from camp. CIT's are expected to report to camp at their scheduled time. Camp staff is not permitted to provide transportation for CIT's without written permission from a parent/guardian.

DISCIPLINARY PROCEDURES

Meadow Place Parks & Rec staff has established the following policies and related procedures to ensure unacceptable behavior is promptly addressed and corrected. Staff will dismiss CIT's who do not correct their behavior after an opportunity to do so.

Grounds for Action

Grounds for oral reprimand, written reprimand, suspension, or dismissal include but are not limited to the following:

- A. Carelessness or lack of attention in following supervisory instructions.
- B. Inconsiderate attitude or actions in dealing with the public, supervisors, staff or campers including horseplay (tickling, punching, throwing sodas, etc.) or harassment (any unwanted physical contact or inappropriate verbal comments).
- C. Violation of the dress code.
- D. Use of abusive language and/or rudeness.
- E. Careless or improper use of City property or equipment.
- F. Physically harming or threatening a camper or other staff member.
- G. No call, No show – failure to report to work without proper notification.
- H. Other such actions that create an unpleasant/hazardous/unsafe situation or violate the law.
- I. Use of cellphones, i-Pads, tablets, Gameboys or any other electronic devices during camp without prior approval of Camp Director.

Disciplinary Action

CIT's may be dismissed immediately and without warning for violent/threatening behavior and/or major violation of the Code of Conduct and/or camp rules and regulations. For minor violations, the following steps may be used in the disciplinary process:

A. First Incident: Written warning by Recreation Coordinator and/or Camp Director. All written warnings will be communicated to the CIT's parents/guardians and kept in the CIT's file at the Discovery Center. Staff will meet with the CIT and parent to discuss the issue and corrective action expected of the CIT.

B. Second Incident (can be a first incident of a different minor violation): The CIT will be immediately dismissed from the program.

Camp Discovery has a zero-tolerance policy for violence. If your child engages in a violent act causing harm to another or self, they may be immediately suspended or dismissed from camp. **No refunds will be given for discipline related suspension or dismissals.**

WEEKLY CALENDAR OF ACTIVITIES

CIT's will be given a schedule of activities at the beginning of each week. CIT's and staff should adhere to the camp schedule, making changes when deemed necessary.