

**TOWN OF LITTLETON
DEPARTMENT OF PARKS, REC. &
COMMUNITY EDUCATION**



**SUMMER
2010
COUNSELOR-IN-TRAINING HANDBOOK**

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The Counselor in Training Program

Introduction:

The Town of Littleton Parks, Recreation and Community Education Counselor-In-Training program has been developed to give teens ages 13-15 the opportunity to build leadership and teamwork skills. Trainees have the chance to experience a camp environment in a more mature and professional manner that will leave them better prepared for future employment. Beyond that, the program has been designed to offer teens a series of fun and varied activities that they would not ordinarily encounter during their summer vacations.

Expectations and Code of Conduct:

A normal camp day is divided into several sections throughout the morning and afternoon. Each week trainees are assigned to a specific counselor and group of children that they will accompany throughout the morning activities. In the afternoon, trainees will meet with their director and **may** take part in their own activities as the camp atmosphere permits. Counselors-in-training are expected to follow policies provided to them by their Director and Counselors. Their duties are essential to the function of the camp. While their time at camp is meant to be enjoyed, trainees are entering a professional environment and are expected to act with maturity. Failure to comply with any of the rules or regulations of the program will result in disciplinary measures and possible dismissal.

Open Door Policy:

The Counselor-In-Training Director and Camp Director maintain open door policies for all trainees. If a counselor in training at any time has an issue, comment, or question at all related to camp they can find their Director and voice their concerns—we want to make the program fun and enjoyable, anything we can do to make that happen is our goal.

Dress Code

Counselor in Training

Daily Attire:

- Trainee T-shirt (2 issued at time of enrollment, additional shirts are available for purchase, \$8.00 each) – a long sleeved shirt or sweatshirt may be worn underneath the shirt only.
- CIT sweatshirt (available for purchase at time of enrollment, \$15.00 each) may be worn on cool days in place of the issued t-shirt.
- Shorts of appropriate length (4 inches above the knee at the SHORTEST).
- Sneakers—sandals may be worn at the beach or during water activities only.
- Sweatpants or athletic pants.
- Jean shorts and Capri pants are permitted - long jeans are not permitted.

Swim Attire:

- Girls: One-piece T-back or Sports Back swimsuit (purchase on own).
- Boys: Board short style swim trunks (purchase on own).

Approved Jewelry:

- Watches.
- Small stud earrings. No hoops or dangles.

Unapproved Jewelry:

- Any visible body piercing (other than ears), bracelets, or necklaces.

Trainees that fail to adhere to the dress code will receive one verbal warning and be requested to provide acceptable attire. Further issues will result in a meeting with the trainee's parents or guardians.

Afternoon Schedule

CITs will be in charge of planning and executing a Thursday afternoon activity for the entire camp. The goal of this training is to teach each trainee about the aspects of responsibility, teamwork, organization, and preparation. Counselors in training will be under the supervision of the CIT director throughout the planning process. The following schedule is an example of an average afternoon schedule for CITs.

Note: This excludes time allotted for other skill-building activities and swimming.

Monday

Refresher of CIT rules and policies. Explanation of the Thursday afternoon activities and foundation planning will take place.

Tuesday

Continuation of planning for Thursday afternoon activity.

Wednesday

After lunch, trainees will meet with their Director and the Camp Directors to review preparations. This meeting will involve discussion of any materials needed for the activity, a synopsis of the event, and a scheduling of an allotted time for the event.

Thursday

Afternoon will be used to implement plans. After the Thursday afternoon activity has ended, CITs will meet with their director to discuss and reflect on their event.

Friday

CITs will stay with their assigned field trip groups for the day.

Trainee to Camper Contact and Interactions

Examples of permitted trainee to camper contact:

- A **CAMPER** initiated act of greeting or goodbye, such as a high-five, a hand shake, or a **QUICK** hug
- Application of sunscreen by trainees of the same sex as the camper, however only to exposed areas of the back and shoulders
- Lightly pushing a camper that is swinging on the play area swing-set
- Tagging during tag games

Examples of non-permitted trainee to camper contact:

- Campers sitting on trainee's laps
- Trainee carrying of campers
- Kissing or longer hugs

Verbal Interaction:

When speaking to campers, trainees should remember that they are working to achieve mutual respect as part of a community. Therefore, when giving direction trainees should keep their voices at a conversational level and use polite language like "please" and "thank you". This should be aided by verbal explanation that the trainee is acting in the camper's best interest (ex: "Please stop standing on that chair, I don't want you to get hurt" instead of "Get off the chair now!" or "Would you get down please?") If a camper refuses to acknowledge a trainee, have a counselor reinforce the position. Being a role model, trainees should treat campers the same way they wish to be treated by their superiors throughout life. Even if it doesn't appear to be so, campers do look up to CITs.

Trainee to camper interaction is a serious aspect of the counselor in training program and should be approached with maturity. If a trainee has ANY doubt about a physical or verbal interaction with a camper, that trainee should not engage in the interaction.

Reporting of Suspicions:

It is possible that during camp hours a trainee may become suspicious that a camper has in some way been abused or neglected outside of camp. If a CIT has such suspicion then the trainee must report their suspicions to their Director **IMMEDIATELY**. The counselor in training should not in any way move to investigate suspicions, leaving that task for staff directors.

Duties and Expectations

Attendance:

It is important for each counselor in training to attend camp every day as they play an essential role in the camp community. If a CIT is unable to attend camp on a particular day, please make sure to inform the camp staff, especially the CIT director, as early as possible. Please contact the Camp Director as soon as possible when you know you are going to be absent from camp. The Camp phone number is (978) 490-4976 or you can call the office phone at (978) 486-3120.

Lunch:

Trainees are expected to help camp staff by storing camper lunches each morning in the cafeteria as well as retrieving them every day for lunch. Specific jobs are assigned on a weekly basis by the CIT director and will be posted every Monday morning on camp bulletin board in the cafeteria. Trainees sit with their camper groups Mondays, Tuesdays and Wednesdays, and have the opportunity to eat with the other CITs on Thursdays and during field-trip Fridays.

Additional Duties:

Additional duties may be required of a trainee as requested by a counselor or their Director.

Personal Belongings:

It is best to leave any belongings that are expensive or have sentimental value at home, including personal electronics. The camp cannot be held responsible if they are lost or stolen, and as such all personal electronics are prohibited while at camp, including field trips.¹

¹ Please refer to "Cell Phone Policy" located on Page 8 for more information on this policy.

Policies

Behavior

All behavior should be appropriate or disciplinary action will be taken. Swearing or aggressive behavior will not be tolerated. Respect should be given to each other, counselors, adults, patrons on the beach, in the park, and on field trips. **WE HAVE A ZERO TOLERANCE POLICY FOR VIOLENCE, ABUSIVE LANGUAGE AND BULLYING!**

Sexual Harassment:

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, inappropriate or sexually loaded comments, or any sexual conduct which has the purpose or effect of creating an intimidating, hostile, or offensive work environment. In the case of sexual harassment, intent is voided. **WE HAVE A ZERO TOLERANCE POLICY FOR SEXUAL HARASSMENT!**

If a counselor in training observes or is the target of bullying, violence, or sexual harassment the incident should be reported to the CIT director immediately.

The PRCE Department reserves the right to remove a participant from camp without refund if zero tolerance policies are broken.

Cell Phone Policy:

If a trainee finds that they need telephone access while at camp a director can provide one for them. Trainees are **NOT** permitted to carry cell phones or I-PODS with them during the camp day, but may store them (on silent mode) in their back packs located in the cafeteria. **UNPERMITTED CELLPHONE USE, INCLUDING TEXT MESSAGING, IS NOT ALLOWED AND GROUNDS FOR DISCIPLINE.** Cell phones often contain personal information and are expensive electronics that could be easily lost or stolen—please take this into account when deciding whether or not to bring yours to camp with you. Any cell phones found will be confiscated and returned to a parent or guardian at the end of the day. The Town of Littleton will not be responsible for lost, stolen or damaged phones at camp or on field trips.

Littleton Parks, Recreation & Community Education Department Camp Tahattawan Camp Program Rules

Behavior

1. Children must remain under the supervision of a counselor at all times. Campers must always remain with their designated group.
2. Camper will be allowed to go to the bathroom in pairs. At times (or if needed) a counselor-in-training will go with them for supervision.
3. Children are not allowed to leave the camp site without permission at any time during the program.
4. All behavior should be appropriate or disciplinary action will be taken. Swearing or aggressive behavior will not be tolerated. Respect should be given to each other, counselors, adults, patrons on the beach, in the park, and on field trips. **WE HAVE A ZERO TOLERANCE POLICY FOR VIOLENCE, ABUSIVE LANGUAGE AND BULLYING!**

Lunch

1. Children must provide their own lunches if they choose not to purchase lunches from the program. Refrigeration is not available, and there will be unlimited drinking water available throughout the day. We will provide your camper with a water-bottle on the first day of their camp. Please write your child's name on the bottle so they will not get it confused with other camper's.
2. All trash must be cleaned up. Afternoon activities, including swim time, will not begin until all lunch trash is disposed of in the proper receptacles.

Personal Belongings

1. The Camp is not responsible for valuables lost or stolen. Children are responsible for their personal belongings.
2. IPOD's, Heeley's, video games/electronic systems, CD Players, Cell Phones, Trading Cards, musical instruments, and other valuable personal toys are not allowed during camp hours unless otherwise specified by a counselor. (i.e. talent show, art/drama, etc.)

Swimming

1. The "buddy system" is to be used at all times.
2. Campers must remain under the supervision of their counselor. Camp counselors will be in the water with the campers. In addition, there will be Red Cross lifeguards on duty at all times during camp.
3. Running, throwing sand or rocks, or horseplay is not allowed.
4. No floatation devices are allowed in the water.
5. Water shoes may be worn in the water, but are your child's responsibility.

Riding on the Bus

1. Campers must sit at all times while riding the bus.
2. They must keep all body parts inside the bus at all times.
3. They must follow the same rules for the bus as they do during school.
4. No eating is allowed on the bus. Water bottles are allowed with water only.

Discipline Policy

Offenses:

Offenses which warrant progressive disciplinary action may include, but are not limited to: endangering another person’s well being, swearing or verbal abuse of staff or participants, stealing or destruction of property, disrespect of staff or participants, inappropriate behavior on the bus or field trips, and breaking any of the general program rules.

Consequences:

- 1st offense – Verbal notice to CIT at the time of incident.
- 2nd Offense- Written notice from the Camp Director to parent or guardian regarding the problem/incident at the time of pick-up.
- 3rd offense –Suspension of duties for the day; parents are notified by the Director of Parks and Recreation and parents must remove child from camp.
- 4th offense – Suspended for remainder of session; no refunds will be given. CIT’s who are removed from the program will not be allowed to return to Camp Tahattawan, in any aspect, for future years.

Note: Staff reserves the right to advance the consequences depending on the severity of the action or behavior as approved by the Camp Director and/or the Director of Parks and Recreation.

Acknowledgement of Handbook:

We certify, by the signatures below, that we have read and agree to comply with the contents of this handbook. We further agree that if accepted into the C.I.T. program that we will uphold the rules and regulations set forth in this document.

Prospective C.I.T. Name: _____

Prospective C.I.T Signature: _____

Parent’s Name: _____

Parent’s Signature: _____

Date: ___/___/___