

Hartford Parks & Recreation Department

2024 Camp Ventures Counselor In Training (CIT) Packet

Application Packets must be submitted to HPRD by May 3rd, 2024 at 5:00pm.

Applicants may return completed application to the Parks & Recreation Office, 1st Floor of the Hartford Town Hall or emailed to Tatum Barnes, Recreation Specialist, tbarnes@hartford-vt.org

CIT Interviews will take place on May 6th & 13th



Hartford Parks & Recreation Department

171 Bridge Street, White River Junction, VT 05001

(802) 295-5036 – www.hartfordrec.com

Greetings!

Before you begin completing your application be sure to read this letter.

Thank you for your interest in the Camp Ventures Counselor-In-Training Program. At Hartford Parks & Recreation, we take the Counselor in Training Program seriously. We believe the future of our camp lies within you. We will train you and give you the tools necessary to become a great counselor. You will be the one who determines how these tools are used. Whether you have been a camper before or this is your first experience with us, we believe you have the potential to be a great asset for our camp.

Please understand if you are accepted into the CIT Program, you are no longer a “camper.” This means from the moment you accept this position; you will need to be a positive role model at camp and in the public. As a CIT, you are a representative of the Town of Hartford. Campers of all ages will now be looking to you for comfort, guidance, and direction.

Throughout the summer, you will be working with the camp staff on team building, activity planning, role modeling, problem solving and supervision. Much of your CIT experience will be working within an assigned group of campers and staff. This will give you the chance to implement the skills you learned from the planning time with the camp staff.

Acceptance into the program is based off of this application, your letters of recommendation and an interview. Deadline to submit application is May 3rd by 5:00pm. Follow up interviews will be arranged by Parks & Rec Dept Staff.

Please reach out if you have any questions.

Thank you for your interest in becoming a Camp Ventures CIT!

Sincerely,

Tatum Barnes
Recreation Specialist
Hartford Parks & Recreation Department

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Eligibility:

In order to be considered, applicants must have completed 7th grade and under 16 years old.

Training and Program Information

The objective of the CIT Program is to better prepare the participants for future work with children, in or out of the camp setting. This is done through hands-on experiences, guidance from staff members and on-site training. Training will include ice breakers and games, child abuse awareness and prevention, positive discipline techniques, child development stages, the mission and philosophy of the Hartford Parks & Rec Dept, camp orientation and much more.

CITs will frequently put their training in to practice, serving as an apprentice to a staff member in a camper group or program area setting. During their time in program areas, CITs will learn how to run camp activities and teach the skills to campers. CITs will also be assigned set-up and clean-up duties for lunch and snack, and other camp related chores as needed.

Are you ready to be a CIT? Ask yourself...

- Do I have a sincere desire to work with children?
- Would I like the opportunity to develop and improve my leadership ability?
- Do I enjoy a hands-on environment?
- Is an outdoor work experience right for me?
- Am I ready to become a role model for children?
- Can I handle the responsibility?
- Am I ready to put campers' needs ahead of my own?
- Am I ready to sing camp songs and show camp spirit?
- Do I have the ability to work well with others in a variety of situations?

Challenges of the CIT Program

The CIT program may be challenging for young people on many levels. First, it takes a large amount of energy to complete all of the daily tasks and responsibilities of a CIT and maintain a positive attitude. Second, participants are usually in a transition period. Participants are no longer campers and must be willing to be a constant role model, placing the campers' needs in front of their own.

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VENTURES COUNSELOR IN TRAINING

{Hereafter referred to as CIT.}

General Information

CIT Program Schedule

Entire Summer: June 13th through August 9th (8 weeks)

Cost \$600

CIT Interviews will be held on May 6th & 13th.

CITs are selected based on the following criteria.

Residency (5 points)

- Preference will be given to Hartford residents.

Application (25 points)

- Applications will be graded for neatness, spelling, accuracy, content, completeness and proper grammar.

Interview (30 points)

- Applicants will be graded on punctuality, neat and clean attire, enthusiasm, interest, confidence, and experience.

References (20 points)

- Applicants are required to submit a personal and a teacher reference.

Experience (10 points)

- Applicants with previous experience as a CIT in the Ventures Day Program will be given points based on their prior performance.

Availability (10 points)

- Preference will be given to applicants that can work for the entire session and attend all training programs.

CIT Orientation:

Thursday, June 13th and Friday, June 14th... Times TBD

CIT Orientation dates/times may change if school is still in session

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CIT Personnel Policies

Although on the surface, these policies may appear to be the dry, boring, and business-part of the program, they are created to help preserve quality and assure that we are all working toward the same goals and expectations. Each policy is written to help maintain the integrity, safety, and welfare of our CITs, campers, parents, staff, and our camp. During the CIT orientation and throughout the CIT Training Manual, we often “go behind the scenes” to discuss the purpose of some of these policies. We value and encourage individual expression, but we also have specific guidelines regarding dress, language, and attitude. Please don’t hesitate to speak with a staff prior to applying for the program if you have any questions or wish further clarification of any of these policies.

1. Time off: CITs should attend all days of camp during the sessions in which they are registered. If a CIT must miss a day, then it is the CIT’s responsibility to notify the Camp Director. Excessive absences or sick days will result in the CIT not receiving a certificate of completion at the end of a session. If a CIT must miss more than two or three days during a single session, then they should not enroll for that particular session. If situations involve special circumstances, please discuss these with HPRD prior to interviewing for the program.
2. Punctuality: To avoid disruptions, CITs should arrive no later than 8:30 AM each day. If needing to arrive late, please notify the Camp Supervisor so that alternate arrangements can be made to cover your responsibilities.
3. Although CITs must interview and be accepted into the program, they are legally considered 7th, 8th and 9th grade campers who are expected to adhere to both camper and staff policies. CITs are not employees or volunteers of the camp and are not covered by worker’s compensation or other types of employee insurance coverage.
4. No personal phone calls should be made during camp hours without permission.
5. Upon arrival, CITs should not leave the camp grounds during the course of the day without obtaining parent and Director permission.
6. Dress code: the following items should be worn daily as part of the Camp Ventures CIT Program: camp issued CIT shirt, shorts or pants, sneakers or other appropriate closed-toe shoes, socks, nametag. Other appropriate optional items include: a sweatshirt or wind breaker on chilly mornings, ponchos, one-piece bathing suits for females / tasteful swim trunks for males, hats and sunglasses. (CITs should wear appropriate length, hemmed shorts, not cut-offs.)
7. Standards of Conduct: The following conduct is prohibited and may lead to immediate dismissal from the program:
 - a. Harming a child, a fellow CIT, or a staff member including but not limited to corporal punishment, sexual harassment, violence, or child physical, emotional, or sexual abuse.
 - b. Drinking, taking, or possessing alcohol or illegal drugs. Smoking/Vaping at camp.
 - c. Illegal activity including but not limited to underage drinking, underage smoking, illegal drug use, or contributing to underage drinking, smoking, vaping, or drug use.
 - d. Cursing, threatening, intimidating, bullying, or gossiping about a child, parent, fellow CIT or staff member.
 - e. Behaving in a reckless manner or fighting
 - f. Unsatisfactory performance or poor attitude.
 - g. Removing or borrowing camp property without prior permission.
 - h. Abuse of camp property.
 - i. Engaging in criminal conduct whether or not related to job performance.
 - j. Insubordination, including but not limited to failure or refusal to carry out the instructions of a supervisor or director.
 - k. Posting inappropriate personal information, blogs, messages, and/or photos in public places including online areas such as Facebook or other social media sites. Personal websites are acceptable as long as they do not detract from your image as a positive role model for children.
 - l. Other types of conduct injurious to security, personal safety, employee welfare and the camp’s operation may also be prohibited and may lead to dismissal. There are no tuition refunds for being dismissed from the program.
8. Maintaining your health is very important. CITs should get adequate sleep, eat nutritious meals, and be physically active. Working with children in a camp setting is extremely demanding, and our campers deserve you at your best.
9. Confidentiality: Each CIT and staff member are responsible for safeguarding confidential information that may be obtained in connection with his or her responsibilities.
10. CITs should not bring personal equipment from home unless checking with a director first. (i.e. Water balloon rocket launchers, sports equipment, electronics etc.) Camp Ventures is not responsible for the loss, theft, or damage of such items.

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CIT Job Description

Minimum Qualifications

- Desire and ability to work with children outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to lead an activity
- Good character, integrity, adaptability, enthusiasm, sense of humor, patience, and self-control
- Ages 13-15
- Desire for personal growth and a willingness to be a role model to campers

Responsible To

Parks & Rec Staff / Camp Director / Camp Staff

Camp Goals

Meet and exemplify the specific responsibilities of Camp Ventures, reflecting the goals of the camp and campers.

General Responsibility

To actively work with Campers (children between the ages of 5-12) and counselors.

Specific Responsibilities

1. Learn the likes/dislikes of each participant.
2. Recognize and respond to opportunities for problem solving in the group.
3. Develop opportunities for interaction between campers, CITs, and staff.
4. Provide opportunities for the group so that each individual experience success during camp.
5. Help all campers develop confidence in themselves and their abilities while nurturing social development.

General Responsibility

To carry out camp programs.

Specific Responsibilities

1. Assist in guiding groups in participating successfully in all aspects of camp activities.
2. Assist in supervising camper health and safety.
3. Assist in supervising all aspects of the campers' day.
4. Help campers plan their participation in special events and activities.
5. Teach and lead activities with unit groups as assigned.

General Responsibility

To fulfill other camp roles.

Specific Responsibilities

1. Set a good example for campers and others including cleanliness, punctuality, sportsmanship, and dress.
2. Encourage respect for personal property, camp equipment, and facilities.
3. Submit plans/paperwork on time.
4. Inform the CIT Coordinator of any camper and/or staff problems relevant to the CIT program.
5. Actively participate and complete all work from CIT meetings and trainings.
6. These are not the only duties to be performed. Some duties may be assigned or reassigned as required.

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VENTURES COUNSELOR IN TRAINING BEHAVIOR AGREEMENT AND DISCIPLINE POLICIES

1. All participants are expected to respect themselves and everyone else around them.
 - Be polite and considerate to others
 - **NO FOUL LANGUAGE**
 - Play fairly and safely during all activities
 - Report any problems to the Camp Director or Camp Staff
2. Everyone is expected to respect the property of others, and the equipment of the Hartford School District, along with the equipment of the Hartford Parks & Recreation Department.
 - Use the equipment properly, take care of the equipment, and pick up things when you're done using them.
 - Stay in the designated area for your program (stay with your group)
3. Participants are expected to show respect to the camp staff.
 - Always be cooperative with the counselors
4. Everyone is expected to be honest and truthful in all his or her dealings.
5. All participants should have appropriate shoes and clothing for each day of camp.
6. Everyone will abide by any other rule that may come up when asked to do so.
7. **Any physical contact, with the intent to hurt another individual will not be tolerated. (CIT will be asked to leave the program).**

Discipline

Each case will be looked at on individual basis. All behavior incidents will be documented and follow the following procedures:

1st time Verbal Warning

2nd time Written Reprimand, Parent/Guardian will be notified

3rd time Parent / Guardian will be notified and CIT will be sent home (no registration refund)

Remember, being a CIT is a privilege and you have the responsibilities as an employee.

CIT signature

Date

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CIT NAME _____ **DATE** _____
LAST FIRST

MAILING ADDRESS _____
ADDRESS TOWN STATE ZIP CODE

HOME TELEPHONE _____ **CELL** _____

EMAIL ADDRESS: _____

DATE OF BIRTH _____ **GRADE (FALL)** _____

PARENT NAME: _____

PARENT PHONE NUMBER: _____

I, _____, agree to serve, if selected, as a Ventures Counselor in Training with the Town of Hartford’s Parks & Recreation Department during the summer of 2023. I am committed to being available to work for the agreed upon weeks of the program. I will comply with all of the following conditions and requirements:

- I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the Town of Hartford’s Parks & Recreation Department.
- I agree to attend the Ventures Program punctually each day. In the event of illness or an emergency, I will call the Ventures Director and/or Recreation Office as soon as possible to notify him/her of my absence.
- I understand that I am responsible for a non-refundable registration fee which will help defray the cost of my uniforms, trips and instruction.
- It is understood that since I am not an employee, I am not entitled to the Town of Hartford’s health insurance, worker’s compensation programs, or any other benefit given an employee of the Town of Hartford.
- I have read and understand the Ventures Counselor In Training program information and agree to perform the duties therein to the best of my ability.
- If my work performance or behavior is in any way deemed unacceptable by the Camp Director, I understand that I may be terminated immediately.

I understand that completion of the application process for a Ventures Counselor In Training position does not guarantee acceptance into the program.

We have a limited number of CIT openings. We accept the strongest candidates who are the most qualified and that demonstrate a desire to learn and grow as both counselors and leaders in our community. CIT positions do not guarantee a position on staff in following years.

COUNSELOR IN TRAINING APPLICANT’S SIGNATURE DATE

PARENT’S SIGNATURE DATE

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I AM AVAILABLE THE FOLLOWING WEEKS OF CAMP VENTURES:

1ST SESSION:

- | | | | | |
|--|--------------------------|------------|--------------------------|-----------|
| WEEK 1 (JUNE 17TH – 21ST): | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 2 (JUNE 24TH - 28TH): | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 3 (JULY 1ST – 3RD) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 4 (JULY 8TH - 12TH) | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 5 (JULY 15TH – 19TH): | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 6 (JULY 22TH – 26TH): | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 7 (JULY 29TH – AUG 2ND): | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| WEEK 8 (AUGUST 5TH – 9TH): | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

LIST ANY KNOWN TIMES/DATES YOU ARE UNAVAILABLE:

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VENTURES COUNSELOR IN TRAINING

Applicant's Name _____

Please answer the following questions completely and carefully.

1. There are a lot of things you could do this upcoming summer.
Why pick us? Whose idea was it? Why do you want to be a CIT?
2. What would you like to get out of the program?
3. Please give an example of something you are proud of, maybe something that challenged you, that you were able to do because of hard work and being responsible?
4. Please give an example of how you handle situations that become stressful?
5. How do you think being a CIT is different from being a camper?

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6. Please list any clubs, organizations, jobs, sports, or activities that you participated in.

8. Please list any experience you may have working/volunteering (i.e. babysitting, observing siblings, etc.) with ages 5-10? (lack of experience does not disqualify you from the program)

9. If you have participated in camp or any other camp experience, what remarkable memory do you have? To the opposite, what specific memory do you have that is the least pleasant?

10. Part of a successful CIT's character is being enthusiastic about summer camp and the activities. Do you consider yourself this type of person? Please, explain.

11. Is there any other information that you would like to add that would help us make our decision?

Important: Two Letters of Recommendation need to be enclosed with this application to complete the process. One letter of recommendation from a teacher and one letter of recommendation from anyone that can speak best to your character (school counselor, coach, mentor, neighbor, etc.)

I have read and answered the questions above and feel that my participation as a CIT will enhance the program for campers, staff and fellow CITs.

Applicant's Signature

Date

Parent Signature

Date

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VENTURES COUNSELOR IN TRAINING

Teacher Reference Form
To be completed by a current or past teacher.

Applicant's Name _____

1. What class do (did) you have the applicant in?

2. Do you think the applicant would be a good caregiver and role model for children in a recreation setting?

3. Does the applicant have good conduct at school?

4. Does the applicant turn in homework on time? Is it completed and neat?

5. Is the applicant courteous to others?

OVERALL IMPRESSION

SIGNATURE

DATE

TELEPHONE #

NAME (PLEASE PRINT)

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VENTURES COUNSELOR IN TRAINING

Personal Reference Form

To be completed by an adult (not a relative) who has known the applicant for one year or more.

Applicant's Name _____

1. How long have you known the applicant? In what capacity?

2. Do you think the applicant would be a good caregiver for children?

3. Do you find the applicant to be dependable?

4. Do you feel the applicant uses mature judgment?

5. Do you feel the applicant will make a positive role model for young children?

OVERALL IMPRESSION

SIGNATURE

DATE

TELEPHONE #

NAME (PLEASE PRINT)