



**LEWISTON REC. SUMMER CAMP
COUNSELOR IN TRAINING
(CIT)
2024 HANDBOOK**

Lewiston Recreation Department
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Meet Our Summer Camp Leadership Team!

Nicole Welch, CPRP	Recreation Director, nwelch@lewistonmaine.gov
Alyssa Clark	Recreation Program Coordinator, aclark@lewistonmaine.gov
Tim Duchette	Recreation Building Aide, tduchette@lewistonmaine.gov
Sage Cormier	Lead Counselor
Devin Pike	Lead Counselor

Contact Information & Table of Contents

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Greetings!

We are thrilled that you will be joining us this summer in our Counselor in Training (CIT) program! The CITs are valued members of Summer Camp and an essential part of what makes our camp fun & functional.

This handbook will serve as a guide for you and your parents/guardians. It will help you have a strong understanding of Summer Camp's administrative needs, roles, and responsibilities.

Benefits of the Counselor in Training Program

- Gain valuable work experience.
- Make use of your talents and abilities.
- Achieve new skills.
- Receive a job reference.
- Improve communication skills.
- Develop a greater knowledge and understanding of working with younger students.
- Create new friendships.
- Receive personal satisfaction by helping others .

Please take time to review the handbook with your parents/guardians. At the end is a "CIT Program Agreement", you need to sign and date this page. Bring this page with you on your first day of camp as an acknowledgement that you and your parents/guardians understand the contents of this handbook and agree to our policies and procedures.

Thank you for registering to be a Counselor in Training with us at Lewiston Recreation Summer Camp! We are looking forward to working with you and creating an unforgettable summer for our campers!

Sincerely,

Tim Duchette

Recreation Building Aide

Lewiston Recreation Department

tduchette@lewistonmaine.gov

Summer Camp CIT General Information

PROGRAM NAME: Lewiston Rec. Summer Camp: Counselor in Training Program

LOCATION: Lewiston Recreation Department at the Lewiston Armory.

CAMP HOURS: 7:30am—5:30pm

CIT DIRECTOR: Tim Duchette, Recreation Building Aide tduchette@lewistonmaine.gov

CIT SCHEDULE: The Counselor in Training Program is part of Lewiston Rec. Summer Camp. CIT's are able to attend Monday through Friday during camp hours. Mondays from 9:30am—10:30am will be our designated class room time where the CIT Director will lead the group through specific topics, lessons, and activities on how to be a counselor. The remainder of the week CITs will be assigned to a camp to help assist counselors with day to day operations including field trips.

CITs are welcome to join us five days a week for the whole summer. We recommend that CITs attend at least three days a week to get the most out of the program. If a CIT cannot attend camp or will be on vacation please inform Tim Duchette the CIT Director.

CIT CHECK IN/CHECK OUT: Check in & check out for the CIT program will take place at the front entrance of the building where the stairs are. Parents/Guardians must walk their CIT into the building for check in and must come inside for check out.

CITs are able to check themselves in/out if a parent/guardian provides a written note allowing this. In the note please include what time your CIT is able to leave the program.

WHAT TO BRING?

- CIT's will receive official Summer Camp CIT shirts. These shirts must be worn while at camp and on field trips.
- Sneakers are to be worn at camp everyday. **NO FLIP FLOPS/CROCS.** This is a safety concern. Should a CIT arrive in flip flops, we will ask parents/guardians to return home to pick up sneakers. CITs are welcome to bring flip flops in their bags on water days.
- Snacks to last all day.
- Lunch, if your CIT is not taking advantage of our free summer lunch program.
- Medications: If your CIT needs medication (prescription or over the count) we must have a signed "Medical Authorization Form" on file. You can find this form on our website at lewistonrecreation.com, or a paper copy at our office.
- Swim suit or change of clothes and a towel, we could decide to play water games on a hot day.
- Backpack to store belongings in.
- Water bottle to stay hydrated.

Summer Camp Staff: Job Descriptions

Recreation Program Coordinator: Alyssa Clark is the Recreation Program Coordinator for the Department. This is a full time position that oversees a variety of programs including Summer Camp, youth programs, community programs and more.

Recreation Building Aide: Tim Duchette is the Recreation Building Aide for the Department. This is a full time position that oversees a variety of programs in the Armory including youth programs, adult programs, rentals and more.

CIT Director: The CIT Director will oversee the Counselors in Training by implementing training curriculum in conjunction with the Summer Camp and assigning them to a camp, activity or potentially duties, which could be assisting a counselor for lunch handouts or setting up water games, each day.

Lead/Assistant Lead Counselor: Each grade division of Summer Camp is overseen by a Lead Counselor and may have an Assistant Lead Counselor. They are responsible for day to day operations of their camp. This consist of making the activity schedule, assigning counselors activities & duties, supervising counselors & campers, assisting Recreation Coordinator with disciplinary actions and behavior management, serves as the initial and primary contact with parents and guardians, and more!

Counselors: We will have between 3 –6 counselors at each grade division of Summer Camp depending on attendance numbers. Counselors are responsible for running activities, supervising campers, coming up with activity plans, completing their assigned duties, reporting concerns or issues to the Lead Counselors or Recreation Coordinator.

Counselor in Training (CIT): CITs will aid and assist in the execution of camp activities, games, & field trips, including participating and engaging with campers. They will maintain awareness of campers and the environment as they help supervise campers throughout the day with another counselor. CITs will need to maintain appropriate physical contact with campers and communicate with Camp Leads, Counselors and Recreation Coordinator with any questions or concerns that may come up.

CIT Behavior Expectations

- Maintain a friendly, positive, and helpful attitude towards staff, campers and parents.
- Treat all campers and staff with respect, enthusiasm, and courtesy.
- Actively participate with campers during activities and games.
- Use program equipment, supplies and facilities properly.
- Conduct yourself responsibly, no rough play or teasing.
- Communicate in an appropriate manner, no use of foul language or gestures.
- Follow the instructions of Summer Camp Leadership.
- Be fully responsible for your actions and understand that irresponsible behavior will result in suspension or dismissal from the program.
- Report any accidents, injuries, behavior issues to a counselor, Lead Counselor or Recreation Coordinator.
- Ask questions like “How can I help?” or any other to staff.
- Enjoy the summer and have fun getting to know campers, playing activities, and becoming a great role model!

Day to Day Expectations

Check In/ Start of the Day: 7:30am—9:00am

- CITs should arrive to camp between 7:30am—9:00am.
- CITs will put belongings in the staff room and check in with the CIT Director or Camp Leaders.
- CITs will be positioned in the gym or outside to watch over and engage with the campers during free play. This includes talking with campers, playing a game or participating in a crafts.
- CITs will also get to oversee the check in/out process and help guide campers to where their belongings will be kept.

Activity Time & Field Trips

- During the activity time of the day CITs will be assigned a specific activity to help with, a counselor to shadow, or a group to stay with. CITs will interact, participate and help counselors and campers throughout activities.
- On field trips, CITs will be assigned a counselor to shadow and will assist them with their group on the trip.

Example 1: We are on a trip to Maine Wildlife Park. Campers will be divided into groups to explore. A CIT will be assigned a group to go along with and assist the Counselor with managing those campers.

Example 2: We are on a trip to Range Pond. CITs will assist counselors on water duty. CITs may be stationed on the water with counselors or on the beach area. They are responsible for assisting counselors with keeping track of how many kids are in the water or on the beach area. As well as making sure campers are being safe and acting appropriately. At this location CITs may also be stationed on the playground with a counselor and campers.

- Any concerns or questions CITs have throughout the day can be directed to the Lead Counselors, Counselors and Recreation Coordinator for any help.
- CITs will never be left alone with a group of campers, a Counselor will always be present with them .

Lunch

- During the lunch hour , CITs will eat their own lunch amongst the campers.
- CITs assist with supervision during this time and help campers if needed.
- CITs are welcome to sit with fellow CITs during lunch but are still responsible for watching over the campers.
- Camp Leaders and Counselors are always present if CITs need anything.
- CITs will also get to oversee the lunch process and help hand out lunches and check off the lunches that get handed out

Day to Day Expectations Continued

Check Out/ End of the Day: 3:30pm—5:30pm

- Similar to the start of the day, CITs will be positioned in the gym or outside to watch over and engage with the campers during free play. This includes talking with campers, playing a game or participating in a crafts.
- CITs will also get to oversee the check out process and help guide campers to collect their belongings and lead them to the exit.
- Before leaving for the day check in with the Lead Counselors or CIT Director.

Lewiston Rec. Summer Camp Policies

Drugs, Alcohol, and Tobacco

Possession or use of alcohol, tobacco, or any other controlled substance (drugs) is strictly prohibited during your time at Summer Camp. If you arrive to camp with any of these items in your possession, including drug related paraphernalia, they will be confiscated. Parents/guardians will also be notified and you will be sent home.

Discipline

Should a disciplinary problem arise with a camper, the CIT will first address the problem to a Counselor. The Counselor will help work with the camper & CIT to resolve the issue. If the issue cannot be resolved the Counselor will go to the Lead Counselor & Recreation Coordinator for more assistance.

CITs are often the eyes and ears of the camp program. They overhear and witness situations and conversations that Counselors can miss because they are teaching, assisting, or leading activities. If you witness something whether it's small or big please do not hesitate to communicate that information to the Counselors, Lead Counselor, or the Recreation Coordinator.

Cell Phones/ Electronics

SUMMER CAMP IS AN UNPLUGGED CAMP. Please leave iPads, tablets, computers, gaming systems, toys, and cell phones at home. Lewiston Recreation is not responsible for any personal items that are damaged at camp.

CITs will not be given time to use their cell phones or personal media devices during camp. If CITs bring their phone it must remain in their bag. Camp is about building community, creating real life experiences with peers, and engaging in hand on adventures.

Lewiston Rec. Summer Camp Policies Continued

Food at Camp

- Lunches will be provided by the Lewiston School Department Nutrition Program. If a CIT has a dietary restriction we can let them know but we also recommend packing a separate lunch.
- CITs are also welcome to bring their own packed lunch with plenty of snacks. There are two scheduled snack times during the day.

Dress Code

- CIT's will be provided shirts. CIT shirts must be worn each day at camp unless it's a scheduled dress up day.
- Provided CIT shirts should not be tampered with by cutting off sleeves or other portions.
- Clothing should be comfortable to be active in.
- Overly tight or revealing clothing is not acceptable Summer Camp attire.
- Sneakers and other closed toe shoes are required for camp days. We recommend crocs or strap sandals for water field trips in addition to sneakers.
- Swim suits are required on swim days. All staff and CIT's must keep their staff shirts on during these trips. Remember to pack a dry set up of clothes for these days.
- Hats are allowed as long as they do not have any inappropriate words or symbols.

Health & Safety Information

Emergency Action Plan

All Summer Camp staff have been trained on Lewiston Recreations Emergency Action Plans. If an emergency happens CITs will follow their lead and assist with helping the campers.

First Aid & CPR

- The majority of our staff are certified in CPR & First Aid. It is the CITs responsibility to notify a staff member of a medical emergencies or injuries.
- In a situation where bodily fluids are involved (blood, vomit, urine, etc), CITs will help with evacuating campers from the area so it can be cleaned properly. CITs will not clean these types of messes.
- First Aid supplies are available throughout the building and brought on field trips. If a camper asks a CIT for a Band-Aid or ice pack the CIT should notify a counselor for assistance.

Health & Safety Information Continued

Personal Boundaries (Physical & Emotional)

This will be a topic that we go over in more detail during the program. It is important for CITs and all Summer Camp staff to set appropriate boundaries with campers. Keep physical interaction appropriate at all times. Physical contact should be brief and neutral such as high fives, fist bumps, sideways hugs, etc. Contact such as sitting on laps, carrying campers, extended hand holding isn't appropriate for camp.

When a camper connects with a CIT they may over share information. They will also ask CITs a million questions. It is the CITs responsibility to keep topics and answers to questions appropriate at camp. Also if a camper shares anything of concern please let a counselor know.

Conflicts with Others

If there is ever a conflict with a camper, counselor or another CIT, please be up-front and honest about any problems that may arise. Physical force and abusive language is unacceptable. We strive to solve our problems by talking through them to resolve all conflicts.

- If you have a conflict...
 - With a camper...Please talk to the Camp Lead or the counselor in charge of activity
 - With a CIT...Please talk to the CIT Director
 - With a counselor...Please talk to the Camp Lead.
 - With a Camp Lead...Please talk to the CIT Director

Succesful CIT Tips

- Enthusiam and participation are important. Campers will pick up on your energy and actions.
- Work hard to involve each camper in the program. Campers who feel a sense of belonging will be more relaxed and cooperative.
- Recognize the importance of everyone.
 - Example 1: Take time to talk with everyone in your group
 - Example 2: Give a camper your full attention when they are speaking to you. Be a good listener, use their name, and make eye contact.
- Be mindful of what you say and how you say things around campers. Your words and tone of voice can affect the way a camper feels and acts.

LEWISTON RECREATION SUMMER CAMP
COUNSELOR IN TRAINING HANDBOOK ACKNOWLEDGEMENT

Please Sign and Return to the Recreation Coordinator by the first day of Camp

Thank you for taking the time to review this document. We look forward to having you as part of our Summer Camp Counselor in Training Program. If you have any questions or concerns about the program please contact me via email, work phone, or my cell phone.

Sincerely,

Tim Duchette, Recreation Building Aide

Email: tduchette@lewistonmaine.gov

Work: 207-513-3005

Cell: 207-689-6627

CIT Program Agreement

- I have read and understand the expectations, responsibilities, and privileges that are outlined in the 2023 CIT Handbook.
- I agree to abide by all rules and policies of Lewiston Recreation Summer Camp.
- I agree to be respectful of myself, peers, campers, staff, and the camp environment.
- I understand that if I fail to show this respect, or put my own safety or the safety of others at risk in any way, the consequences may include suspension or dismissal from camp.
- I realize that, as a CIT, I am held to a higher standard of behavior and attitude than regular campers.
- I agree to do everything in my power to make my camp experience and the experiences of my peers and camper positive, safe, and fun.

NAME OF CIT: _____ DATE: _____

CIT SIGNATURE: _____

CIT Parent/Guardian Agreement

- I have read and understand the expectations, responsibilities, and privileges that are outlined in the 2023 CIT Handbook.
- I understand that my child's participation in the CIT program is entirely at the discretion of the Recreation Director and Recreation Coordinator.
- I understand that CITs are held to a higher standard of behavior and attitude compared to a traditional camper. Infraction of the rules, misbehavior, or poor attitude may result in immediate dismissal from the program.

NAME OF PARENT/GUARDIAN _____ DATE: _____

SIGNATURE: _____