



Dear Counselor-in-Training (C.I.T.) Applicant:

We are pleased you have expressed an interest in our C.I.T. program which is designed for teens, 14 to 15 years of age or older, who want to further develop their leadership and communication skills as well as gain experience in planning and instructing activities for young children.

Acceptance into this program is based on an application and interview process. Selected C.I.T.s will be assigned to a counselor and a group of children and be given a list of tasks to complete during the camp session. To be considered for the summer C.I.T. program, you must first complete the attached application with a photo headshot.

Please note: that spaces are limited, so check with the Camp Director before submitting your application. C.I.T.

Selected applicants must commit to all seven weeks. The cost of this program is **\$700** this due before the start of camp. **If the applicant is let go from camp, \$400 is a non-refundable fee.**

C.I.T.s must be here for the following camp orientations: **June 15** from 8:30 AM - 5:30 PM and depending on which group you are assigned to **June 18/21** from 2:30 PM - 4:30 PM. These are both mandatory dates.

All payments, applications are due by **May 31**. **Camp Echo Bay is only accepting 10 applications. Applicants are NOT picked on a first come first serve basis. Applicants will be notified by Friday, June 7, if they have been selected via email.**

If you have any questions please let me know.

Best regards,
Mr. Thomas Siefring
Camp Echo Bay Director



C.I.T. (Counselor-in-Training) Application

Name: _____
Last First M.I. Date of Birth

Address: _____
Street City State Zip

Home Phone: () _____ Cell Phone: () _____ E-Mail: _____

Parent / Legal Guardian Name: _____

(Minimum Requirement is one week) Please list the dates for which you are applying: _____

Check all that apply. I prefer to work with: School-agers _____ Preschoolers _____

Sports-type Camps _____ Nature Camps _____ Arts/Games Camps _____

Have you ever attended one of our camps? Circle: Yes / No

Have you ever been a C.I.T. before? Circle: Yes / No If so, when and where? _____

Why do you want to be a C.I.T.? _____

Describe all of your experience in dealing with children: _____

Do you have any special skills (such as the ability to speak other languages)? _____

Please list two references (not including family members – include names and phone numbers):

- 1.
- 2.

I certify that the above information is true. I understand that selection into the C.I.T. program is based on this application and an interview.

Applicant's Signature _____ Date _____



Camp Echo Bay Camp Counselor-In-Training (C.I.T.) Rules of Conduct

This document is a requirement for participating in the Counselor-In-Training (C.I.T.) program. Counselor-in-Training agrees to:

- ❖ Stay with the assigned group at all times unless otherwise stated by the camp counselor. If on an assigned task, C.I.T. shall not deviate from the task for personal needs.
- ❖ Listen to program leaders and follow directions.
- ❖ Maintain personal care and wear appropriate camper attire as described below.

C.I.T.'s arriving

at camp without appropriate attire will be asked to leave the site.

- ❖ Never be alone with children.
- ❖ Respect others in what you say and do. C.I.T.s shall never use inappropriate language while in the vicinity of the site.
- ❖ Refrain from using a cell phone during camp hours. C.I.T.s may keep a cell phone on their person but in a silent position. C.I.T.s found using a cell phone for any reason during camp hours will immediately forfeit their right to carry the cell phone. Confiscated cell phones will remain in the camp office until the end of the day, when a parent/guardian may pick up the phone. C.I.T.s needing to make an emergency phone call during the day will have access to a site phone under counselor/coordinator supervision.
- ❖ Greet parents and children at the beginning of the day and acknowledge them at departure.
- ❖ Be involved and engaged with campers throughout the entire camp day.
- ❖ Get to know campers' names on the first day.
- ❖ Never use physical punishment, restrain or force a child.
- ❖ Follow pool rules and model good pool behavior. C.I.T.s are expected to swim with the group. C.I.T.s may not be in the locker room alone, nor may they ever use the sauna.
- ❖ Keep campers' information confidential.
- ❖ Take care of your own personal belongings & keep belongings out of reach of children.
- ❖ Use equipment and supplies in a safe and appropriate manner.
- ❖ Teasing and bullying are not tolerated and are grounds for enrollment termination for campers and counselors-in-training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- ❖ Never say or do anything that campers might perceive as teasing and/or bullying.
- ❖ Create a safe and fun environment.

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❖ Notify a counselor if a child is injured...this includes broken or lost teeth, bruises, and cuts.

C.I.T.S is not permitted to administer any first aid.

❖ Report problems to supervisors concerning campers and staff and use an appropriate chain of command.

❖ Never come to camp while under the influence of any drugs or alcohol.



The following dress code is enforced to ensure staff consistently presents themselves as professionals and proper role models while fostering a positive self-image. Site management may have additional dress code regulations.

- 1.) Camp Echo Bay will issue camp staff shirts that must be worn each day (you will be issued more than one).
- 2.) You may not alter the camp staff shirt.
- 3.) You must wear closed-toed shoes; no sandals, no flip flops, etc.
- 4.) Shorts may be worn as long as they are below mid-thigh.
- 5.) No jeans
- 6.) For safety reasons, dangling jewelry (hoops, etc) is prohibited.
- 7.) Shorts, hats, etc shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations.

Initial on appropriate line:

❖ I have read & understand the Dress Code - _____

❖ The chain of command for all camp issues, from staff issues to camper issues is as follows:

Counselor, Group Lead Counselor (where applicable), Assistant Camp Director, Camp Director,
I have read & understood the chain of command-_____

Grounds for Immediate Dismissal (no refund given):

- C.I.T may not ask for a camper's cell phone number, social media, or personal information.
- A parent who refuses to follow Camp Echo Bay policies as stated in the parent packet.
- A C.I.T. who brings a weapon to camp.
- A C.I.T. who intentionally harms himself or causes injury to another child or staff member.
- A C.I.T. who vandalizes the property of the camp facility, staff or other children.
- A C.I.T. who steals items from the camp facility, staff or other children.
- A C.I.T. who displays inappropriate behaviors repeatedly.
- A C.I.T. who fails to comply with the Rules of Conduct.
- A C.I.T. who fails to display appropriate respect to authority figures on site.

I have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

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Counselor-in-Training's Name (please print) _____

Signature of CIT _____ Date _____

Signature of Parent/Guardian _____ Date _____

Parent's Home Phone _____ Cell Phone _____