

RECREATION DEPARTMENT

TOWN OF WAYLAND

41 COCHITUATE ROAD, Wayland, Massachusetts 01778-2697



Welcome to the 2018 CIT Program!

School is finally over and it is time to have an adventure! We are all looking forward to meeting you and working with you to make Summer Adventure a fun and engaging experience for everyone. The Counselor-In-Training Program at Summer Adventure is designed for motivated 15-year-olds interested in developing their own leadership styles and becoming counselors. CIT's are partnered with an experienced mentor who will coach, encourage, and teach aspiring counselors how to lead a group of younger children. Their mentors will provide periodic evaluations that will encourage and support each CIT to improve his or her social, supervisory, and leadership skills

The Summer Adventure program is comprised of four different age groups of campers. CITs will be assigned to one of the four groups according to their interests, skills and requests from the attached survey. We will try our best to accommodate requests and ensure that this is an invaluable experience this summer. Our goals are to make sure our CITs have the same great experience they had as campers and are prepared and ready to move on into future summer employment anywhere! Attached are the CIT rules and expectations sheet. Please make sure your clothes for the day follow the dress code. You will be given a snazzy CIT shirt on your first day. Thank you and I look forward to meeting all of you on your first day!

CIT EXPECTATIONS

You are about to embark on a two week adventure of exciting fun and games, but also challenging activities to develop your leadership skills! You will learn a great deal about the art of managing groups-energetic groups! The campers look up to the counselors, but they especially admire the CIT's; it can be tough to balance your friendship with the kids and the responsibility of gaining their respect. You will act as teachers, coaches, friends, mediators and problem-solvers. Role modeling means you need to walk the walk, and talk the talk - if you are listening, engaging and participating appropriately, the campers will too. You will find this work incredibly rewarding and a whole lot of fun.

A Typical Day of a CIT:

8:15 – 9:00 am	Counselors and CITs arrive early to prepare for our spirited morning meeting
9:00 – 9:40 am	Meeting with CIT Coordinator and plan for the days programs
9:40 – 10:20 am	Activity Period 2. CITs will join assigned group to support and participate in activities. Role modeling is expected!
10:20 – 10:40 am	Snack—CITs will eat snack and assist campers with their snacks, encourage clean-up responsibilities
10:40 – 12:00 pm	Activities 3. CITs will again support staff and campers with group activities.
12:00 – 12:30 pm	Lunch- CITs will eat lunch and assist campers with their snacks, encourage clean-up responsibilities
12:30 – 1:30 pm	Community Pool (Mon & Wed) Theme Week Activity (Fri 12:30-2:50p) CITs will assist, role model and encourage campers with important safety protocols at the pool, and prepare for exciting activities in line with the weeks theme day!
1:30– 2:00 pm	Counselors and CITs prepare for our spirited afternoon meeting to recap the day, and introduce the afternoon activity.
2:15 – 3:00 pm	Group Activity planned by and put on by CITs

The schedule above is an overview of a typical day at Summer Adventure, but no day is the same! On Mondays and Wednesdays, we visit the Wayland Community Pool, and on Thursdays we visit Wayland Town Beach. Each Tuesday we have a different exciting adventure planned – on these field trip days there will be no morning activities, as we board the buses. Fridays are dedicated to our theme days, where special events and games are planned for the campers. CITs will assist the counselors and staff with daily activities as well as help in planning for Friday events and afternoon group activities. Meetings will occur in the mornings (during Activity 1) and afternoons to regroup and discuss the day. Normal camp schedules which includes many activities, both indoor and outdoor; from swimming, gym games, arts & crafts, nature and adventure and more. When campers report to the pool for the first time, they will be swim tested to determine if they can swim in the deep end, or require flotation devices. The same will happen on Thursdays the first time they visit the Town Beach. Lifeguards go over all the rules before the campers enter the pool.

WHAT TO WEAR & BRING

Important: If you do not follow the dress code, you will be asked to leave to change.

Footwear

Sneakers are recommended for all. There are activities that children will not be allowed to participate in if they do not have proper footwear. Socks are required for Bowling Trips. Sandals/Beach shoes/flip flops recommended for swimming areas.

Shorts/Pants

For girls - the bottom of your shorts **must** pass your fingertips when arms are stretched at your side. Additionally; on **Mondays**, every CIT needs to wear **tan/beige/khaki** shorts or pants. You will receive two CIT t-shirts on your first day. A CIT t-shirt must be worn Monday through Thursday. Fridays are theme days. **YOU MUST SHOW UP IN COSTUME FOR THEME DAYS**, your role modeling remember!—All campers and counselors included are encouraged to dress with the theme—for an awesome, high-energy day.

Swimwear

Girls - **A one-piece bathing suit** must be worn for beach and pool days.

No t-shirts covering a 2-piece bathing suit will be allowed.

Boys—please do NOT wear a one-piece. Your regular swimming trunks will suffice. ☺

Pack Each Day: water, a snack, lunch, sunscreen, insect repellent, a positive attitude



CONDUCT & EXPECTATIONS OF THE COUNSELORS-IN-TRAINING

For safety of all, it is important that you understand and follow Summer Adventure this code of conduct.

CIT should initial each point, as you agreed to it.

- CITs will be a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- CITs will respond to and treat children with respect and consideration and will treat all children equally regardless of sex, race, sexual orientation, religion, culture, etc.
- Never should a CIT be alone with a single child where they cannot be observed by other staff or volunteers. As we supervise children, they should space themselves in a way that other staff can see them. We strictly follow a rule of 3 in this program. Additionally, never leave a camper alone or unattended.
- Arrive every morning at 8:15 to help with the arrival of campers.
- Abide by all Bus Rider rules and regulations and role model bus behavior while on trips.
- Abide by the Dress code at all times.
- Remain with your assigned counselors or group during scheduled group times. Let your head counselor know if you need to leave the group for any reason.
- Gambling is forbidden, do not "bet" campers/staff that they can or cannot do something.
- Absolutely no use of cell phones- it will be taken away for the day. If there is an emergency please inform your CIT Specialist. Parental permission must be given to take photos of program participants and members. The use of personal cell phones to photograph participants or members of any age is strictly prohibited.
- The possession or use of drugs, alcohol, smoking, weapons, tools of any kind by a CIT are strictly prohibited.
- Profanity, inappropriate language and jokes, sharing intimate details of one's personnel life and any kind of harassment in the presence of children or parents is prohibited.
- Fighting or misconduct of any kind will result in immediate termination from the program.
- Rough play with children or other CIT's will not be tolerated. You are role models! Campers will look up to you! Make good, smart choices. Use common sense!
- Immediately report any concerns regarding health and safety of campers, damage to facilities to a supervisor.
- Staff shall not abuse children; any type of abuse will not be tolerated and may be cause for immediate dismissal or criminal charges. Including but not limited to:
 - physical abuse – strike, spank, shake, slap;
 - verbal abuse – humiliate, degrade, threaten;
 - sexual abuse – inappropriate touch or verbal exchange;
 - mental abuse – shaming, withholding love, cruelty;
 - neglect – withholding food, water, basic care, etc.
- Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Children are not to be touched in areas of their bodies that would be covered by a bathing suit.
- Under no circumstance should CITs allow the release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file)
- If a CIT is sick and will not be attending, please call the Summer Adventure office at (508) 358-3660.

I HAVE READ AND INITIALED EACH OF THE STATEMENTS IN THIS CODE OF CONDUCT.

I UNDERSTAND THAT VIOLATION OF THIS CODE OF CONDUCT CAN RESULT IN TERMINATION FROM PROGRAM.

CIT SIGNATURE

SUPERVISOR SIGNATURE

COUNSELORS-IN-TRAINING REQUEST FORM

To be completed by CIT, not a parent.

Name

Grade

Why do you want to be a CIT this summer?

Please give an example of a time you made a positive impact on someone else's life?

What age groups do you prefer to work with and why?

Kindergarten & First Graders

Second and Third Graders

Fourth & Fifth Graders

Any group!

Do you have any specific skills, talents or knowledge do you have that help you feel comfortable leading campers in activities? (i.e. dance, theatre, sports, music, adventure, arts and crafts, etc.)

What do you hope to learn during this CIT program?