

COUNSELORS IN TRAINING



The Counselor-In-Training program is for teens who are ready to take on a leadership role and learn to care for children in a summer camp setting. With staff guidance and encouragement, CIT's will work with youth, lead games and crafts, and assist on field trips. Besides helping campers in your community have an awesome summer, being a CIT looks great on a resume and may even help you land that paid camp counselor position you've been dreaming of. With two sessions of pre-camp training and two-week session options throughout the summer, your teen is sure to find a leadership opportunity that fits his or her schedule!

COUNSELOR IN TRAINING INFORMATION

General Information

Ages: 14-16

Schedule:

Monday - Leadership Training

Time: 10am-12pm

Location: Ridgeland Common

Optional: Select CIT's may attend camp in the afternoon.

Tuesday-Friday - Camp Sites

See the chart on the back for specific information about each camp, including meeting times, days, and locations.

Contact Us

On-going and open communication between parents, guardians and staff is essential for a positive experience for each teen. Parents/guardians are encouraged to discuss questions and concerns with the CIT Coordinator. Should there be something your teen is experiencing at camp or in their personal life which may reflect in their behavior or attitude at camp, please inform staff of the situation. Camp-specific contact information and more details will be provided to all parents at the beginning of each session.

ACA Accreditation

The Park District of Oak Park is proud to be one of only a handful of park districts in the nation to be accredited by the American Camping Association (ACA). This nationally recognized program, developed exclusively for the camp industry, focuses on program quality, health, and safety issues. It also requires us to review every facet of our day camp operations on an annual basis. We have voluntarily submitted to this independent audit by camp experts and are proud to have earned this mark of distinction.



What to Expect

The CIT experience will vary for each CIT depending on the assigned camp as well as the CIT themselves. CIT's should try their best to be outgoing and get involved from the first day of camp. Doing so will lead to a better experience for everyone and will usually mean that the CIT will have a better chance of being allowed to lead activities on their own (but under the supervision of a counselor). CIT's can expect:

- To be an extra set of hands in setting up and taking down activities
- To be able to give (supervised) one-on-one attention to a camper
- To assist with crowd control, especially when moving campers from one facility to another
- To help take a group of campers to the bathroom and the water fountain for a drink of water
- To help entertain campers when they are on the pool deck
- To assist counselors with keeping the camp storage area organized
- To lead some small group games
- To be a role model to young campers who will look up to the CIT's

CIT Interviews

We take fun seriously and hope prospective Park District of Oak Park CIT's do too! To ensure a great fit for the summer, all CIT applicants meet with camp leadership for a brief interview prior to the start of training. Teens should register for pre-season training, as well as their preferred campsite and sessions; staff will contact teens for an interview near the beginning of the season.

Leadership Training

An interview and participation in leadership training is required prior to the CIT's first day at the program. This year we are offering two sessions of pre-camp training for optimum convenience for our busy CIT's. Teens should register for training using activity code 229021-01 (**June 3-4, 9am-2pm**) if starting the CIT program during the first four weeks of the summer, and using activity code 229021-02 (**June 30-July 1, 10am-3pm**) if starting during the second four weeks of the summer.

Program Fees

Due to the new program structure, the CIT program fees have changed to include a base fee for the pre-season leadership training and program materials (\$167/\$251), and a session fee that is equivalent to \$25 R/\$38 NR per week.

PARK DISTRICT OF OAK PARK COUNSELORS IN TRAINING

New - Monday Leadership Training and Two-Week Sessions

CIT's attend Leadership Training on Monday mornings from 10am to 12pm instead of going to the camp site. Some camps may allow CIT's to join camp on after training (transportation not provided), while other camps prefer that CIT's start fresh on Tuesday. Specific information regarding this option will be available in May 2014. **The times in the chart are the camp meeting times that CIT's attend on all days except Mondays.**

Camp Name	Camp Day(s)/Time	Location	June 9-20	June 23-July 3	July 7-18	July 21-Aug. 1
Camp SPARK	M-F, 8am-3pm	Fox Park	229020-42	229020-43	229020-44	229020-45
Camp SPARK	M-F, 8am-3pm	Carroll Park	229020-46	229020-47	229020-48	229020-49
Jr. Camp SPARK	M-F, 8:30am-12pm	Rehm Park	229020-54	229020-55	229020-56	229020-57
Rookies	M-F, 8am-3pm	Longfellow Park	229020-50	229020-51	229020-52	229020-53
Minor Leagues	M-F, 8am-11:30am	Hatch School	229020-66	229020-67	229020-68	229020-69
Preschool Camps	M-Th or M-F, 9am-12pm	Andersen or Field Park	229020-58	229020-59	229020-60	229020-61
Eco Camp AM	Tu-Th, 8am-12pm	Conservatory	229020-62	229020-64		
Eco Camp PM	Tu-Th, 1-5pm	Conservatory	229020-63	229020-65		
Camps on Ice	M-F, 8am-3pm	Ridgeland Common		229020-70	229020-71	229020-72
Little SCAW	M-Th, 9am-3pm	Mann School	229020-73	229020-74	229020-75	
Circus Performance	M-F, 9:30am-3:30pm	Lincoln School	4-week Session, 229020-23			
Circus Camp	M-F, 9am-3pm	Lincoln School			4-week Session, 229020-24	

Sign In and Sign Out Procedures

- CIT's who walk or bike to camp must have written permission in advance from a parent. Unless indicated on the Participant Emergency Form, parents are responsible for signing their child both in and out of camp at the designated pick-up and drop-off locations. Parents may designate other responsible parties to pick-up or drop-off their child; this must be indicated on the form.
- Any adults picking up a CIT must be prepared to show a picture ID until staff become familiar with those authorized to pick up. We realize that this is a slight inconvenience, but hope that you understand that it is for the safety of your child.
- In order for the staff to properly prepare for the camp day, CIT sign-in will begin at the scheduled camp start time. If teens should arrive to camp early, they should be prepared to wait outside of the camp location.
- Late pick-ups result in a substantial cost for the Park District. A late fee will be billed to you at the following rates for each occurrence that your teen is picked up late:

1-15 minutes:	\$10
16-30 minutes:	\$20
31-45 minutes:	\$30
over 46 minutes:	\$40

Missed Camp Days

For the benefit of everyone attending our camps, we require that any CIT's suspected of having (or have been diagnosed as having) a contagious illness stay home from camp. If your CIT will miss camp for any reason, you should call the CIT Coordinator & Site Supervisor on the cell phone number that will be provided to you during the first day of camp to notify them of the absence. If we do not hear from you by phone or written note, your CIT will be marked absent and staff will make an attempt to contact you by phone. Please help the staff avoid unnecessary phone calls by reporting your CIT's absence or late arrival.

CIT Responsibilities

We want camp to be a great experience for everyone involved. In order for this to happen, everyone needs to play a role in creating a positive and safe environment. This is especially important for CIT's, who are seen as role models by other campers. All campers and CIT's have a responsibility to help with this as well including:

- Showing respect to all campers, staff, equipment, and facilities
- Only using appropriate, kind, and positive language with others
- Using caution when playing games & sports so as to avoid causing bodily harm to participants or staff

Consequences for not following these or any other rules developed for specific camps will be shared with the CIT's each session. Staff will address each incident with the CIT (and parent if the situation requires) in a positive and fair manner meant to help teach CIT's how to make better choices. The Park District reserves the right to dismiss a participant whose behavior endangers the well-being of themselves or the camp and no refunds are issued in these circumstances.

Preparing for Camp

- CIT's should bring a reusable water bottle and sunscreen to camp every day.
- CIT's should dress in comfortable clothing that can get dirty; CIT'S must wear a CIT shirt, nametag and gym shoes every day.
- CIT's should pack a healthy lunch and snack marked with their name. Do not bring mayonnaise or milk-based products as refrigeration is not available. Due to potential allergies, please do not send peanut-based products (including peanut butter) or any other tree-nut products.
- CIT's are expected to leave all electronic equipment (including cell phones) and any other valuable items at home. They only serve as a distraction that can lead to behavior problems or disappointment if the item is lost, stolen, or damaged. Texting is not permitted during camp time

Inclusion

The Park District of Oak Park works cooperatively with the West Suburban Special Recreation Association (WSSRA) to integrate campers with disabilities into recreational programs. Inclusion aides may be present at camp to work one-on-one with a specific camper, only intervening when necessary. If you feel that your teen would benefit from additional assistance at camp, be sure to communicate the necessary information to the Park District's Inclusion Coordinator. There is a 2 week minimum notice required by WSSRA for proper staffing and training purposes.