

Upper Moreland Parks and Recreation Counselor in Training (CIT) Program Overview

The Counselor in Training (CIT) program is an educational, hands-on leadership experience for youth (typically age 15) who have outgrown traditional camp but are not yet old enough for paid employment.

Program Goal: To provide young people with professional development, leadership skills, and a transition into future staff roles. The CIT program is designed to help young people develop work ethic, responsibility, and a sense of purpose. Participation in a CIT program can be a path to leadership opportunities in school, extracurricular activities and future employment.

Program Fee: A nominal fee of \$100 is required to go toward administrative costs, t-shirts, and trip costs.

Job Description & Responsibilities

CITs will be expected to:

- Support lead staff in daily activities (ex. arts and crafts, sports, and nature walks.)
- Model appropriate behavior to set an example for campers
- Assist in arrival and departure routines
- Help with cleaning, maintaining, and ensuring proper use of camp facilities and equipment
- Aid in safe transitions from different activities and locations
- Work as a member of a team, demonstrate communication and flexibility, and be open to feedback
- Attend daily
- Refrain from cell phone use during camp hours, except in emergencies.

CIT Training Information

Application and Registration

All interested CITs should complete the CIT Application which can be found on www.uppermorelandrec.com. Individuals will need to create an account on our website to apply for the CIT program.

CIT Hours

CITs are required to attend the Supervised Playground Camp daily. Camp is open Monday through Friday, 8:30 am to 4:30 pm from June 15 to August 7 (closes at noon on the last day). Camp is closed June 19 and July 3 in observance of Juneteenth and Independence Day.

Field Trips

CITs will attend the scheduled Supervised Playground program trips.

Dress Attire/Uniform

Each CIT will receive a camp t-shirt. Camp shirts may not be altered. CITs have the option to purchase additional shirts. As a role model to the campers, CITs are expected to dress appropriately for camp with sneakers & acceptable length active shorts. Ripped jeans, tank tops, crop tops and open toed shoes are not permitted.

Photo Release for Minors

Guardians will review the Photo Release for Minors when registering for the Counselor in Training Program on uppermorelandrec.com. The release states: "Participants in Upper Moreland Recreation programs may be photographed from time to time for future advertisements. Please let us know if this creates a problem."

Performance Evaluations

Supervised Playground Program Supervisors will provide feedback to CITs on a regular basis. Supervisors will also oversee official performance evaluations halfway through and at the end of the program.

CIT Position Description

Below please find the duties assigned to CITs:

- The CIT position is a volunteer role
- Age requirement: 15 years of age
- Report directly to CIT Counselor, Supervisors, and Director
- Support camp Counselors in organizing and leading activities for campers
- Assist with the supervision and safety of campers during scheduled activities and free time
- Serve as a positive role model for campers by demonstrating enthusiasm, respect, and inclusivity
- Uphold camp rules and expectations, promoting a safe and supportive environment for all participants
- Encourage camper participation in activities
- Help set up and clean up activity areas, ensuring equipment and materials are organized and maintained
- Assist with transitions between activities
- Participate actively in Staff/CIT training sessions and discussions
- Take initiative to identify and address the needs of campers, and assist camp staff in creating a positive and engaging camp experience

What to Bring to Camp

Lunch

CITs should pack their lunch for each day. Lunches must be clearly labeled with the CITs name. Please avoid glass containers. Snacks are permitted. *Please check the camp calendar each week to see if lunch is included on certain trips.

Water Bottle

We strongly recommend bringing a LARGE reusable insulated water bottle labeled with the CITs name. Water bottle refilling stations are available onsite.

Snack

CITs are encouraged to pack snacks in addition to packing a lunch.

Sneakers

Sneakers must be worn during regular camp hours. CITs without proper shoe attire will not be permitted to participate in activities.

Sunscreen

It is recommended that CITs apply sunscreen prior to the start of camp each day. CITs should also bring sunscreen to camp clearly labeled with their name and should reapply throughout the day.

Personal Belongings

We strongly recommend CITs not bring any valuables to camp. Upper Moreland Township is not responsible for any lost, stolen, or damaged items. Phones may be brought to camp, but need to be stored in a bag/backpack during camp hours.

What Not to Bring to Camp

The following items are not permitted:

- Electronic Devices
- Toys
- Pets
- Weapons or ammunition of any kind
- Fireworks
- Drugs/Alcohol
- Tobacco/Vaping Products
- Offensive/Disturbing Materials

BEHAVIOR POLICY

CITs are expected to adhere to camp rules to ensure a positive and safe environment. Counselors serve as role models, guiding CITs in making responsible choices. If a CITs behavior contradicts rules or negatively affects others, immediate redirection will occur. Persistent harmful behavior may result in removal from camp, with decisions prioritizing the campers' best interests.

Reason for Immediate Expulsion

There are instances where immediate expulsion from our program becomes necessary. While we strive to collaborate with families, we maintain a zero-tolerance policy for the following issues. CITs may face immediate removal from our camp system with no refund in the event of:

- Phone usage during the camp day
- Harassment/Bullying
- Drugs
- Smoking or distributing Tobacco/vaping products
- Alcohol
- Weapons
- Physical violence
- Threats, verbal or implied
- Verbal abuse, the use of profane language, or name calling towards anyone
- Theft of property not belonging to you
- Inappropriate touching/sexual misconduct
- Intentional damage or destruction of Upper Moreland Township property, or the property of any of its' affiliates
- Continued noncompliance with Supervised Playground Rules

Upper Moreland Township reserves the right to search all belongings during camp if there is reason to believe there is something harmful/illegal in the CIT's possession.

MEDICAL INFORMATION

Emergency Contact Information

It is extremely important that we have all necessary medical information concerning CITs. All medical information is kept strictly confidential.

Medication Administration

When a CIT requires medication during the day, a medication permission form must be completed by the parent/guardian. Medication must be handed directly to the General Supervisor or Assistant General Supervisor with a completed Medication Permission Form completed by a Parent/Guardian. Prescription medication must be in the original bottle with the CITs name clearly printed.

Illness Policy

Campers are required to remain at home if they are ill or have a contagious condition such as fever, pink eye, lice, etc. If a CIT does not feel well and needs to stay home, please notify your CIT supervisor. If a CIT arrives at camp not feeling well, they will be sent home.

CONTACT INFORMATION

Who to Contact Prior to the Supervised Playground Program

Leading up to and after the Supervised Playground Program families can contact the Parks and Recreation Department at 215-659-3100 ext.1039.

During the Supervised Playground Program

During the program, families can contact the Camp General Supervisor directly, contact information will be shared prior to the start of camp. Guardians can also contact the Parks & Recreation Department for additional information.

Upper Moreland Parks and Recreation Office

215-659-3100 ext. 1039

parksandrecreation@uppermoreland.org

Camp Supervisor (During Camp Hours Only) 215-659-3100 ext.1039