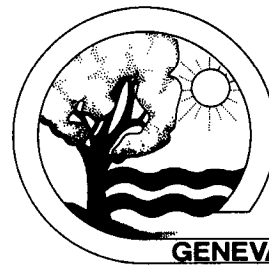


Geneva Park District's

Summer Camp

**Counselor in Training
Manual**

2010



GENEVA PARK DISTRICT

"An Illinois Distinguished Agency"

Dear CIT's,

The Geneva Park District would like to welcome you to the new Counselor in Training program. This program is designed to teach effective leadership skills that can be used throughout your life and how to effectively work with children.

We have a fun summer planned that combines leadership training and teambuilding experiences. Over the summer you will learn to use your talents and abilities to make a positive contribution in the camps. This manual will help to assist you in the program.

We look forward to a great summer. Remember, the benefits of recreation are endless!

Enthusiastically,

Stacey Fedyski
Recreation Supervisor

TABLE OF CONTENTS

<i>Six Pillars of Character</i>	4
<i>PROGRAM OBJECTIVES</i>	5
<i>CIT EXPECTATIONS</i>	5
<i>Field Trip Expectations</i>	5
<i>Site/Program Expectations</i>	6
<i>CIT TO PARTICIPANT INTERACTION</i>	7
<i>KEEPING THE CAMP SAFE</i>	8
<i>CODE OF CONDUCT / DISCIPLINE PROCEDURES</i>	9
<i>CIT RESPONSIBILITIES AND EVALUATIONS</i>	10
<i>EMERGENCY CONTACT INFORMATION</i>	11
<i>Contract</i>	13



Six Pillars of Character

Trustworthiness

Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

Responsibility

Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

PROGRAM OBJECTIVES

To provide participants with training in how to use effective leadership skills throughout their lives.

- To promote the “Character Counts” philosophy.
- To learn to effectively work with children at camp and in many other settings.
- To allow all participants an equal opportunity to have fun and experience putting new skills into action in a positive, safe and structured environment.
- To develop skills such as communication, teamwork, setting goals and making plans to achieve them, making decisions, handling conflicts and resolving problems and presenting in front of large and small groups.

CIT EXPECTATIONS

CIT's are representatives of the Geneva Park District (especially when at the program or in uniform) and should behave in a courteous and professional manner at all times.

- Attendance is key to your success in the program. Report to work on time, at least 15 minutes before the start of camp, unless otherwise directed by your supervisor.
- All CIT's must be dressed in attire appropriate for position.
-Gym shoes, Camp shirt, shorts or pants (shorts must be at fingertip length, when hands at side), swimsuits should be one piece (or tankini), (flip flops are only acceptable at the pool).
- Keep campsite, supplies and equipment neat and in good condition.
- Respect other staff members – do not contradict each other in front of the participants.
- If you are going to be absent from camp, call the Camp Coordinator, if you cannot reach the Camp Coordinator, call the Recreation Supervisor. You must call in at least 1 hour before your shift.
- If you need to leave an area, please make sure it is covered and inform other staff so they are aware.
- Clean before leaving each day.
- Bring any concerns to your supervisor before they become an issue.

Field Trip Expectations

- Head count, Head Count, Head Count!
- Be sure to divide into small groups and use the buddy system
- Attendance should be taken before leaving, once on bus, several points throughout the trip, before returning and on the bus when leaving.
- On bus, maintain order – no screaming, yelling, littering, getting up from seat.
- Counselors/CITs are not to sit alone with a child

Site/Program Expectations

- Treat participants with respect and equality; listen to what they say.
- Use good judgment – make decisions that provide a safe and structured environment for all participants.
- CIT's should not be "lounging" in the grass or sit on tables or counters (Please do not sit on top of picnic tables, this is where we eat) – position yourself near the participants in order to monitor their activities – never turn your back towards them.
- At no time should a CIT use their personal cell phone to text or take personal calls when working at the program. If there is an emergency, please discuss with your supervisor ahead of time.
- Never be alone with a participant.
- Participants are not allowed to bring or play with weapons, cell phones, ipods, cd players, video games, etc. All items, if seen should be taken and given to parents upon pick up – remember to remind parents that these items are not allowed.
- Earn the respect of the participants by being consistent, fair and caring.
- Practice the Character Counts Philosophy and incorporate it in the daily routine.
- Maintain a strict "hands off" policy towards both instructors and participants at all times.
- Acknowledge and positively reinforce good behavior.
- Have fun and enjoy your job!

Pool Expectations

- All CIT's are required to have and wear their swimsuit on swim days (one piece or tankini for females)
- All CIT's will be required to help supervise the children by going in the water and watching around the pool. **Pool safety requires participation from everyone.**
- When in the locker room, try to keep the noise level low, as not to disturb other patrons.
- Children should be applying sunscreen multiple times through out the day. CIT's should not be applying the sunscreen to any participant.

CIT TO PARTICIPANT INTERACTION

It is important to put forth certain rules in order to protect CIT's from any possible accusations. Therefore we have established the following procedures:

- **Under no circumstances should a CIT ever be alone with a participant.** If you need to do something that requires leaving the group, at least have one other participant go with you.
- Participants should not be touched in any manner that may be construed as “personal” or “private”. This could include: applying sunscreen or bug lotion, allowing participants to sit in your lap, carrying a participant.
- Participants are required to take care of their own bathroom needs, which includes clean up or changing from an accident.
- CIT's should always follow a strict hands-off policy. This includes displays of affection such as hugging and touches in an aggressive manner such as grabbing or shoving.
- No name calling, even if just joking around. This includes nicknames for kids.
- Outside contact with the participants is not permitted. This includes babysitting, calling the participants, talking to them on the internet, etc.
- Appropriate language is to be used at all times when at work. This includes mature subject areas, weekend plans, evening plans, talk about girlfriend/boyfriend, etc.
- Treat the participants with respect and you in turn will earn their respect. Always speak to the participants as if their parent was watching you.
- If you have a question of whether something is appropriate or not, it probably isn't.

KEEPING THE CAMP SAFE

General Safety Rules

- Be aware of all of your surroundings – watch all areas around you.
- Take head counts frequently – especially when outside or away from site
- Maintain a visual view of the participants at all times.
- Participants should go to the washroom or drinking fountain with a buddy and be in view of a staff person.
- Rough housing, play fighting and wrestling are never allowed.
- Do not hesitate to call 911 if a situation warrants it.
- Participants are not allowed in storage or kitchen areas, staff members are responsible for getting out equipment and games and returning them.
- Equipment is only to be used for the purpose of which it was intended.
- Any equipment that is broken or unsafe should be removed from the site and turned into office for disposal, repair or replacement.
- No standing or jumping off swings.
- Maintain a “safety area” around swings, slides, swinging bats, etc.
- No playing, picking up or throwing sand, woodchips or rocks-this should result in an immediate behavior report.
- Never leave an area unattended.
- Behavior expectations remain the same for on and off-site locations.

Intruder Awareness

- Be aware of surroundings-periodically scanning program area for intruders.
- Maintain a “safety circle” when outside.
- Notify Recreation Supervisor of any safety concerns.
- Review safety rules and go over scenarios at staff meetings.
- Review rules regarding intruders and staying safe with participants.
- Call 911 if an unknown person or vehicle is loitering or regularly passing by. It’s better to be safe than sorry!

Bus Safety Rules

- Participants must remain seated if riding in a park district bus/ van or a school bus.
- Take headcounts when loading and unloading bus – take roll call when loading.
- Use seatbelts if they are available.
- Must adhere to all bus seating capacity limits.
- Review bus evacuation procedures frequently.

CODE OF CONDUCT / DISCIPLINE PROCEDURES

The following policies have been established for the benefit of the program. These rules apply to all participants and their parents/guardians.

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- All threats and threatening behavior will be taken seriously and reported to the authorities.
- CIT's must show respect to all staff, participants, all property, equipment and facilities.
- CIT's may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- CIT's may not leave the program area without permission.
- Being in possession or under the influence of alcohol, drugs or tobacco products will result in immediate removal from the program.

It is our philosophy for discipline to teach participants to take responsibility for their own actions. We want the participants to be able to manage their behavior, in order to succeed in daily activities.

1st Offense – Verbal Warning (depending on the severity, several warnings may be given)

2nd Offense – A meeting will be set up with the Camp Coordinator and the Recreation Supervisor to discuss the behavior and the parents will be notified. The behavior will be documented. (This may occur immediately, without warnings for serious infractions.)

3rd Offense – Suspension- the participant will be suspended from the program for one to three days. The suspension will be in effect the first day following the offense. Upon return from a suspension, if behavior continues, the Recreation Supervisor may permanently suspend the participant from the Counselor in Training program.

Depending on the situation and the degree of the offense, the participant may be permanently dismissed from the program following the behavior. There will be **no refunds** for days missed due to disciplinary infractions.

At Camp, we hold a “**Zero Tolerance to Violence**” policy. A participant that is physically or verbally abusive to another participant, volunteer or Park District staff will be immediately suspended without any prior warning. No bullying, verbal abuse, threatening or physical violence towards Park District staff, FVSRA staff or any participant will be tolerated. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and possible dismissal from the program.

CIT RESPONSIBILITIES AND EVALUATIONS

The CIT's will work directly with the camp counselors and will provide assistance to the counselors with organizing and planning activities. The CIT will not be responsible for a group alone, unless there is an emergency, such as an emergency medical injury.

CIT's will also be responsible for leading activities, helping to maintain order and discipline, recognizing and removing safety hazards, and act as a good role model to the participants by having a positive attitude and following the rules.

Communication: This will be key in this program. It is extremely important to communicate every problem, no matter how small it may seem to your supervisor. It is important for you and your assign counselor to work as a team. Teamwork is an important lifelong skill to develop.

TRAININGS AND EVALUATIONS

CIT's will attend trainings every 1st and 3rd Monday of each month. At that time they will be responsible for setting their weekly goals. They will also keep a leadership log where they will document the development of their leadership skills. They will be evaluated after each session based on attendance, attitude, performance and the ability to reach their goals.

EMERGENCY CONTACT INFORMATION

EMERGENCY	911
* Police (Non-emergency)	630-232-4736
* Fire (Non-emergency)	630-232-2530
Kane County Sheriff	630-232-8400
Poison Control Center	1-800-942-5969
Fox Valley Family Physicians	630-232-2200
Delnor Community Hospital	630-208-3000
Park District Risk Management Agency (PDRMA)	630-769-0332
DCFS	1-800-25-ABUSE (22873)
Harrison Street School	630-463-3300 630-945-5043
Mill Creek Elementary	630-463-3400 630-945-5626
Western Ave. School	630-463-3500 630-947-4276

Internal Numbers

Geneva Park District After Hours	630-232-4542 630-232-7867
Matt Netrefa Cell	630-232-4542 630-947-9540
Stacey Fedyski	630-262-2210

DISASTER PLANS

Tornado Weather, Fire or Other Disaster Conditions

Children should never be sent home on their own during a tornado warning. Outdoor programs should be cancelled when a tornado warning is in effect or during an extremely heavy rainfall with consent of your Supervisor. The safety of the participants is most important. In the case that lightening, thunder or a severe storm suddenly appears while outside, children should be brought indoors immediately.

Severe Thunderstorm Conditions:

1. Move indoors immediately, staying away from windows.
2. Make sure all participants are safe and accounted for.
3. Listen to the radio for and updates on weather conditions.
4. Follow instructions necessary if weather conditions worsen.

During Tornado Conditions: Practice tornado drills so everyone will know what to do when a tornado situation arises:

1. The southwest corner of a structure is generally the worst place due to intensity of the winds. Avoid this area!
2. Any object can become a deadly missile during a tornado.
3. Do not send children home on their own during a tornado.
4. Windows on the north and east sides should be opened a crack. This serves to equalize the inside and outside pressure.
5. Avoid glass areas, especially windows and doors on outside areas.
6. Avoid long halls, they tend to serve as wind tunnels, especially avoid long halls that do not jog.
7. Avoid long roof spans, such as multi-purpose rooms.
8. Those in charge of a group must try to keep others as calm as possible.
9. It is recommended that someone is designated as a group leader - someone who is able to make quick, reasonable decisions.
10. People should be sitting with their face to wall, head down, knees up and arms protecting body and head.

During Fire Drills:

1. In case of a fire, notify the fire department. Emergency numbers are listed on all phones.
2. Calmly lead all children out of the building and take to a safe location outside. All staff should remain with the children and wait outside until the Fire Department arrives.
3. Appoint door monitors in advance to hold doors, thereby eliminating injuries from swinging doors.
4. Once outside, continue to walk away from building and do not stop until a safe distance (at least 100 yards) is reached.
5. Appointed group leaders should take attendance to make sure no one has been left inside.

SUMMER CAMP

Counselor in Training Manual

Contract

CIT Manual

I have reviewed the material outlined in the CIT Manual and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal from the program.

Mandatory Training Sessions

I understand that the CIT training date on May 22nd is mandatory to participate in the program. I also understand additional training sessions will be held the 1st and 3rd Monday of each month and my attendance is mandatory if I am signed up for that month as part of the program and my ongoing training.

CIT Expectations

The following are a list of expectations for the CIT's to follow:

- Be at program on time everyday.
- Do your Best
- Be at your assigned camp on time everyday, if you are going to be late or absent, please contact the CIT Coordinator
- Attend required trainings before camp starts and during the summer
- Be a good role model to the campers and the community
- Listen and cooperate with adult counselors and staff, if the CIT feels they are being treated unfairly, they should contact the CIT Coordinator.
- Respect everyone by eliminating put-downs
- Use good customer service

I agree to follow the listed expectations while participating in the program. By not following them, I understand I may be dismissed from the program.

Print Name _____

Signature _____

Parent's Signature _____

Date _____

