



The *Joseph Conrad* Overnight Sailing Camp 2019 Counselor-in-Training Handbook

The Counselor-in-Training (CIT) program gives 16-18-year-olds the opportunity to develop leadership skills in a residential sailing camp environment. CITs build teaching, teamwork, and youth development skills under the guidance of camp staff. The CIT program is a volunteer community service position that includes leadership training and room and board.

Please note that CITs must commit to three consecutive weeks of camp. Housing is not provided when camp is not in session. CITs arrive on each Sunday and get picked up on Friday.

CIT Session 1: June 16 - July 5

CIT Session 2: July 7 - July 26

CIT Session 3: July 28 - August 16

Role & Responsibilities

- Counselors in Training (CITs) are, first and foremost, role models for campers. CITs participate in most camper activities, adhere to all camp guidelines, and model the Conrad Camp values of respect, kindness, helpfulness, and teamwork. They aid campers in their transition to our residential camp community and in their growth throughout the week.
- CITs build leadership skills and train as junior sailing instructors. Each CIT will work with staff to prepare and deliver lessons to campers both on and off the water.
- CITs support staff members in camper supervision, activity preparation, basic equipment maintenance, and other routine camp duties.

Qualifications

- Be at least 16 years old by June 16, 2019
- Have experience working with children
- Have small boat sailing experience

- Be able to swim
- Have strong teamwork skills
- Be a caring and enthusiastic role model for youth ages 10-15

CIT Guidelines

- CITs are never to participate in any type of behavior management or camper discipline, beyond reminding campers to act and speak respectfully.
- Any CIT who becomes aware of a concerning situation regarding a camper or observes disrespectful behavior must notify a staff member.
- Staff members and CITs may not be alone with a camper. Another camper or staff member must always be present or within earshot.
- Camper contact is usually limited to high-fives. Camper-initiated hugs may be gently returned.
- Use of personal electronics is limited to off duty time.
- CITs may not “friend” or interact with staff or campers on social media.
- CITs may not post photos of campers on social media.
- Shoes must always be worn at camp.
- CITs should always model kind, helpful, and open-minded behavior while at camp.
- Conrad Camp values camper and staff diversity. Disrespectful language or actions are not tolerated.
- CITs are expected to ask questions about responsibilities that they find unclear.

Guidelines and responsibilities will be discussed in more detail during CIT training.

Camp Community Standards

- CITs are expected to meet high standards of character and responsibility.
- All campers, staff, and CITs participate in keeping our facilities “shipshape” and caring for our sailboat fleet.
- Even if attending camp with a close friend or family member, CITs are expected to engage with the entire camp community and model a friendly, respectful, and open-minded attitude toward everyone.
- Teamwork and kindness are fundamental to everything we do at Conrad Camp.
- The Mystic Seaport Museum provides an inclusive environment where we embrace diversity. All staff and campers are accorded personal privacy and are treated in accordance with the gender they are expressing. Our most important focus is on ensuring that all campers have a safe, fun, and enriching experience while they are with us.

Please note that any staff member or CIT who exhibits behavior that is harmful to themselves or

to others, including but not limited to bullying, theft, dishonesty, or disrespectful actions or language, or whose behavior persistently violates camp community standards, may be dismissed without warning. Camp administrators assume the right to determine when such an incident has occurred.

Any staff member or CIT found possessing or using alcohol, illegal drugs, or weapons will be dismissed from camp immediately and will assume all responsibility for transportation home.

Packing List

All gear (except sleeping bag and pillow) should be packed in a duffel bag. You will receive one camp shirt upon arrival. We recommend labeling your belongings.

Please pack all of the following:

Clothes for sailing*	Sunscreen	Water bottle
Clothes for on land**	Swimsuit (2)	Sunglasses
Sleeping bag and bottom sheet	Sweatshirt/jacket	Flashlight/headlamp
Pillow	Long pants	Closed-toe shoes for sailing
Pajamas	Rain jacket	Sneakers
Small backpack to use daily	Shower towel	Hat
Waterproof watch	Beach towel	Toiletries

Optional: stationary and & stamps, journal, book, insect repellent, limited spending money

Please **do not** pack: knives, food, gum, tobacco products

*Please note that staff and CITs must wear shoes, shorts, and t-shirts at all times.

**Please bring clean, khaki shorts for camper arrival and departure (no super short shorts, please).

CITs may not carry **cellphones** while on duty or in the presence of campers. Personal electronics may be used only while on break and after campers have gone to bed.

If you need **medications** (including over-the-counter medications or vitamins) during camp, please complete the appropriate form once you've logged into your CampDoc.com account. There must be one form filled out per medication and signed by your physician. All medications must be signed in with camp staff at check-in. Due to state law, medications can only be accepted in their original container and accompanied by a prescription or doctor's note.