

## The Joseph Conrad Overnight Sailing Camp Counselor in Training Handbook 2018

The Counselor-in-Training (CIT) program (formerly known as the Sailing Assistant program) gives 16- to 18-year-olds the opportunity to develop leadership skills in a residential sailing camp environment. This is a volunteer position in which CITs refine 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.

### 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 support staff members in camper supervision, activity preparation, basic equipment maintenance, and other routine camp duties.
- CITs build leadership skills and train as junior sailing instructors. Each CIT will work with staff to prepare and deliver lessons to campers.
- *CITs report to the Conrad Camp Director and should not hesitate to communicate any questions, concerns, or feedback as they arise.*

### Qualifications

- Be at least 16 years old by June 17, 2018
- 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.
- Use of personal electronics is limited to off duty time.
- CITs may not “friend” or interact with staff or campers on social media.

- Closed-toe shoes must always be worn at camp.
- CITs should always model kind, helpful, and open-minded behavior while at camp.
- The Joseph Conrad Overnight Sailing Camp values camper and staff diversity. Disrespectful language or actions are not tolerated.
- CITs are responsible for asking questions about responsibilities that they find unclear.

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

### **Joseph Conrad Overnight Sailing 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.

*Please note that any 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 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. There isn’t enough space on the ship for hard suitcases. Please label your belongings.

Shorts and t-shirts	Sunscreen	Water bottle
Sleeping bag and bottom sheet	Sweatshirt	Flashlight
Pillow	Long pants	Closed-toe shoes for sailing
Shower towel	Rain jacket	Sneakers
Beach towel	Pajamas	Hat
Toiletries	Swimsuit (2)	Sunglasses
Small backpack to use daily		

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

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.