



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **COUNSELOR IN TRAINING PROGRAM 2011**

Camp Michikamau  
YMCA of Greater Bergen County

Dear Applicant:

Thank you for your interest in the Camp Michikamau's Counselor in Training Program. Enclosed you will find all of the forms and information necessary to begin your application process.

At Camp Michikamau we place a great deal of importance upon this program because it trains young men and women to be leaders, and it is through this training that many future staff members are cultivated. It is with this in mind that we are always trying to improve the quality of our program. We feel that 2011 will be another great year for creating the future leaders of our camp and for providing our oldest campers with an opportunity for personal growth and achievement.

Please take the time to read through all of the enclosed information. It is crucial that you familiarize yourself with the program so that you have the proper expectations should you be accepted. Many problems can exist when participants arrive with an inaccurate conception of what types of activities they will be doing. We would like to avert these by making sure that you have a thorough understanding of just what is expected of our Counselor Trainees here at Camp Michikamau. With this in mind, please do not hesitate to phone us at camp if you have any questions.

Again, thank you for your interest in the Counselor in Training Program. We very much look forward to receiving your application and hopefully having the opportunity to spend a great summer at Camp Michikamau!

Sincerely,

Stephanie Wilson  
Camp & Teen Director  
P 201 487 6600 ext 205

Enclosures

**YMCA of Greater Bergen County**  
360 Main Street, Hackensack, NJ 07601  
P 201-487-6600 F 201-487-4539

## COUNSELOR IN TRAINING PROGRAM

Camp Michikamau's Counselor in Training Program is thoroughly planned in accordance with the standards and requirements prescribed by the YMCA. Since you are interested in becoming a participant this summer, you and your parents should carefully read the following information before filling out the enclosed application form.

Our Counselor in Training program has been organized so that by the time a candidate enters the program he/she is at least 16 years of age and is entering their junior year (grade 11) of high school. The program is designed to provide our oldest campers with an opportunity to develop leadership and life skills and to broaden their understanding of what it means to take on a more responsible role in the camp setting.

\*\*\*We are aware that often this program is viewed as a stepping stone between camper and staff member. While for many this may be the case, our program has been designed to provide a well-rounded experience that will benefit participants in all types of future endeavors.

## COUNSELOR IN TRAINING PROGRAM OVERVIEW

1. All candidates must be at least 16 years of age and have completed their sophomore year of high school during the same calendar year that they are participating in the Counselor in Training Program.
2. Counselor Trainees will participate in a **four-week** program. (Applications are reviewed on a first come, first served basis. Applicants will be notified if they have been accepted or not.)
3. As part of the program, Counselor Trainees will participate in a variety of outdoor challenges, including a backpacking or canoe overnight. They shall learn important outdoor skills, build group unity and teamwork, enhance their appreciation for the outdoor environment, and, of course, have fun.
4. Counselor trainees will live as a group, separated by gender. They will be closely supervised by CIT directors. The directors are mature and experienced people who work closely with these campers to facilitate and coordinate their training with the rest of the camp.
5. In designing a program of counselor training, it is our objective to develop the following traits in each trainee:
  - A) A well rounded, sensitive, and mature young person
  - B) An understanding of people, particularly of children and self, through:
    - counseling and program experience
    - a group experience with one's peers
    - a self-appraisal and improvement program
    - group discussions related to adolescent concerns
    - group discussions and workshops with camp staff about leadership qualities
  - C) An understanding of the YMCA camping philosophy
  - D) A concern for human beings, and an appreciation of diversity.
  - E) Respect for our natural environment.
  - F) The ability to have fun while learning and teaching.

## SO, YOU WANT TO BE A COUNSELOR IN TRAINING?

As part of your application process, you are asked to write an essay answering the question, "Why do you want to be a participant in the Fairview Lake Camp Counselor in Training Program?" This is probably the most important question you will answer as a part of the process to being accepted into the program.

Here are some things that you should consider:

Being a Counselor Trainee means you are neither a traditional camper nor a staff member. This can be a difficult situation no matter what kind of person you may be. If and when you were a camper, you were on the receiving end of camp (whether you realized it or not). The counselors, directors, and the remainder of the staff worked full time to construct a program and a living situation that helped you have a good camp experience. All of those wonderful things that seem to happen only at camp were done *for you*. As a participant in the Counselor in Training Program, you will have the opportunity and the responsibility to assist in making those things happen *for others*.

Keep in mind that part of learning how to provide a positive camping experience for others includes giving a lot of *extra* effort from you. We will ask this very often of every participant. At times it will *seem* that you have no time for yourself, but in the end we hope that you will see what it is that keep our wonderful staff members coming back year after year. There is nothing to compare with the tremendous feeling of knowing that *you* helped to contribute to that wonderful camp spirit. You are a part of what makes Camp Michikamau such a great place to spend a summer. You pass on all of the love and tradition that makes camp "magical."

So, think about *why* you want to be involved in the Counselor in Training Program. If you are applying only because all of your camp friends are applying or because you can't think of anything else to do during the summer, then this program is *not* for you. We expect commitment - a commitment that delivers many rewards but also demands you giving us your all. The camp staff and particularly the Counselor in Training Directors will be there to help you, but you owe it to yourself and to Camp to make this commitment in earnest!

## THE PRACTICAL SIDE

While we strive to provide an excellent Camp Counselor in Training Program, we also recognize the reality that not everyone who participates in the program will qualify for a position on our staff the following summer. From the hundreds of applications we receive each and every year, we hire only the most qualified young men and women--a reason why so many parents entrust us with their children's care and development. **We do not promise future employment simply because you complete the Camp Counselor in Training program.**

## LIMITATIONS AND EXPECTATIONS

Below are some specific points that you should carefully review and discuss with your parent/guardian. We expect you to follow these guidelines if you become a participant in the program.

1. We expect that you will cooperate fully in maintaining cleanliness, order, and self-discipline within your living area.
2. Counselor Trainees will be under the immediate guidance of the CIT Directors and will at times be assigned to a cabin group or program area with campers. The Directors will provide guidance in a training program that will lead to a valuable learning experience.
3. CIT's will engage in many different activities. The purpose of this is to teach new skills and to provide you with knowledge of coaching methods/techniques.

4. When assigned to work with a cabin group or program area we expect that you will not only assist the staff and campers, but that you will also observe and take advantage of the opportunity to learn from the experience.
5. Chores, such as assisting with luggage detail, will be asked of you. Do them well and cheerfully. If you have *any* concerns, talk with your CIT Director, do not gripe to fellow CIT's, campers, or staff members.
6. CIT's may participate in outdoor adventure trips.
7. CIT's will participate in a series of workshops and discussions with more experienced staff members. These are designed to provide insight into the philosophy and methods of camp operations.
8. CIT's are still campers, but they will be allowed certain privileges which will be determined by the CIT Directors and the Camp Director.
9. Counselor Trainees are expected to regulate their personal habits by the common sense rules of good health and positive role modeling. **SMOKING IS NOT ALLOWED IN CAMP.** The use of **ALCOHOL, NON-PRESCRIPTION DRUGS, OR TOBACCO** on or off of camp property is cause for **IMMEDIATE EXPULSION FROM CAMP AND THE COUNSELOR IN TRAINING PROGRAM**
10. CIT's are not permitted to have automobiles in camp.
11. Counselor Trainees may not have visitors during the course of the program with the exception of designated parent's nights.
12. If a Counselor Trainee requires hospital care or special medical treatment, the expense will be the responsibility of the parent/guardian.

## HOW TO APPLY?

1. Fill out and sign the enclosed Information Record.
2. Fill out and sign the enclosed Camp Registration Form.
3. Compose an essay of at least 350 words that answers the question: "Why do you want to participate in the Counselor in Training Program at Camp Michikamau?"
4. Have three adults who know you well (other than your relatives) each fill out and mail one of the enclosed reference forms to the Y of Greater Bergen County. **These should be mailed independently of your application and essay.**

Mail all items to the YMCA of Greater Bergen County.

YMCA of Greater Bergen County  
c/o Stephanie Wilson  
360 Main Street, Hackensack, NJ 07601  
P 201-487-6600 ext 205  
F 201-487-4539

# INFORMATION RECORD FOR COUNSELOR IN TRAINING PROGRAM

YMCA of Greater Bergen County  
Camp Michikamau

Must be completed along with the enclosed regular SUMMER CAMP registration form found on our website [www.ymcagbc.org](http://www.ymcagbc.org)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
(STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIP)

TELEPHONE (\_\_\_\_) \_\_\_\_\_ AGE AS OF JULY 1ST \_\_\_\_\_

PRESENT YEAR IN HIGH SCHOOL \_\_\_\_\_

HOW MANY SEASONS HAVE YOU ATTENDED SUMMER CAMPS? \_\_\_\_\_

WHERE? \_\_\_\_\_

LEADERSHIP POSITIONS YOU HAVE HELD \_\_\_\_\_

EXTRA-CURRICULAR ACTIVITIES \_\_\_\_\_

HOBBIES \_\_\_\_\_

WHAT IS YOUR BEST QUALITY \_\_\_\_\_

I have read and understood the explanation of the Counselor in Training Program. I agree to observe all rules/limits established by the administration as best for the welfare of the entire camp, should I be accepted as a Counselor Trainee.

\_\_\_\_\_  
APPLICANT'S SIGNATURE Print DATE

My child and I are aware of the responsibilities and limitations of being a participant in the Counselor in Training Program. We also understand that completion of the program does not imply a promise of future employment. This applicant has my approval and consent.

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE Print DATE

# CIT Code of Ethics

YMCA of Greater Bergen County  
Camp Michikamau

## Relationship with Camp and Community

- I will, in dealing with people, be impartial and just-always looking toward the good of others.
- I will maintain an attitude of respect and cooperation in dealing with campers & staff.
- I will cheerfully observe all rules of the camp, thereby encouraging others to do the same. My own standard of conduct will be higher than that expected by the camp.
- I will be honest at all times, especially in my dealings with others.
- I will not permit my participation in the CIT program to be used for selfish reasons of any kind.
- I will consider it my duty and privilege to help improve my camp and community.
- I will strive to do my best in all areas of the CIT program.

## Responsibility to the CIT Program

- I will respect the privilege of being a member of the CIT program.
- I will perform my responsibilities efficiently through knowledge of program requirements and through contact with staff and directors.
- I will reflect the good influence of the YMCA and the CIT program through my own words and actions.
- I will always let my criticism of the program be constructive, not destructive.

## Responsibility to Other Members

- I will avoid unfavorable criticism of other members of the CIT program and I will show respect when offering constructive criticism.
- I will always report to my director any matters that involve the best interests of the group.
- I will always show respect and appreciation to my fellow group members and staff.

## Responsibility to Myself

- I will take pride in who I am and what I stand for in being a member of the CIT program.
- I will strive to maintain high standards in my thoughts, words, and actions.

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CIT Applicant Signature

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Print Name

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Date

# CIT Privileges, Rules, and Responsibilities

## GENERAL

1. Respect yourself and others (this includes their property, privacy, and space)
2. Set a positive example
3. Be on time -- all of the time.
4. Maintain a positive attitude!
5. Take initiative.
6. Pay attention to safety.
7. Participate! Participate! Participate!
8. Honor the CIT Code of Ethics.
9. SMILE and have fun!

## HABITS

1. There is absolutely NO SMOKING anytime or anywhere on camp property or on a camp sponsored event.
2. Possession, or use of drugs and alcohol are prohibited on camp property or outings.

## FREE TIME

1. CIT free time and lights out will vary depending on the group schedule. These time periods will be clearly outlined by the CIT Directors on a regular basis.
2. CIT's should never visit each other's living quarters for any reason.
3. Other campers or counselors should *only* be in the CIT living quarters when a CIT Director is present.
4. CIT's should only leave activities when dismissed by a CIT Director or assigned supervisor.
5. Meals are not free time. CIT's should remain in the dining hall and at their respective table/tables throughout the entire meal. CIT's should leave the dining hall *only* with a Director's permission.

## DISCIPLINE

The Counselor in Training Directors and Summer Camp Director have the final say in all serious disciplinary matters that may result in the withdrawal of some /all of the above privileges or removal from the Counselor in Training Program.

_____	_____	_____
CIT Applicant Signature	Print Name	Date
_____	_____	
Parent/Guardian Signature	Date	



**FOR YOUTH DEVELOPMENT  
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FOR SOCIAL RESPONSIBILITY**

## **OUR COMMITMENT...CREATING A CHILD SAFE ENVIRONMENT**

YMCA of Greater Bergen County

### **YMCA and Youth**

The YMCA of Greater Bergen County has approximately 3,800 youth members. We offer the following child care programs.

- Childcare for 2 to 5 year olds
- Summer Camp 5-17 years
- School Age Grades K-6
- Healthy Living and Sports Programs 1-17 years

### **YMCA Child Safe Policy**

#### **Our Staff**

The YMCA has more than 100 staff members and volunteers working with youth in the many programs we offer.

#### **Our Screening**

To keep children in our programs safe we take the following steps in our intensive screening of employees and volunteers:

- Detailed application forms
- Comprehensive interview process
- Reference Checks
- Criminal background record checks and/or fingerprinting

#### **Our Training**

Employees complete a child protection training program. Supervisors and managers complete additional training to further promote a child-safe environment. All staff members are mandated to report any suspected child abuse.

#### **Our Policies**

- Staff members and Volunteers are prohibited from working one-on-one with youth outside of the YMCA (i.e. babysitting).
- Staff members and Volunteers are prohibited from 'friending' youth on social networks.
- Staff members and Volunteers are prohibited from transporting youth in non-YMCA authorized vehicles or during non-program times.

Policies exist to ensure staff and volunteers are not alone with a child. Child abusers can be parents, caretakers, friends, neighbors, or anyone who comes in contact with your child-even other youth. It takes everyone's help to stop the cycle of abuse.

### **Information About Abuse**

The YMCA wants all children to be safe. Unfortunately, child abuse does exist, taking many forms.

**Emotional:** Threatening a child or using words that can hurt a child's feelings and self esteem; withholding love and support from a child.

**Physical:** Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones.

**Sexual:** Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation.

**Neglect:** Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision.

### **If You Suspect Abuse...**

- If you think your child is physically injured, seek out appropriate medical attention.
- If you see signs of distress, withdrawal, or acting out, consider counseling for your child.
- Talk to your YMCA Program Director for assistance.
- Call Child Protective Services (CPS) or the police to report any abuse.

## **Working Together for Safety**

**Talk to your child** about his or her experiences in YMCA programs, school, sports, and other activities.

**Drop in on your child's programs.**

**Trust your instincts.** Don't wait to tell us if something seems "strange." Speak up!

### **Watch for warning signs of abuse:**

- Unexplainable bruising or other physical markings.
- Disturbed sleeping or eating patterns.
- Abrupt changes in behavior-anxiety, clinging, aggressiveness, withdrawal, depression.
- Fear of certain person or place.
- Discomfort with physical contact.
- A child who abuses other children.

**Listen and watch for signs of your child receiving special attention** that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities.

### **Every once in a while, ask your child these questions:**

- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like?

**Encourage your child to tell** you or another trusted adult if anything happens to him or her.

**Read our staff Standards of Conduct located in our YMCA Staff Handbook:** If someone breaks it, let us know immediately. (Standards also include a smoke-free work place, drug free workplace, harassment free work place.)

## **Community Resources:**

**Make the call, help a child:** All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the State Central Registry (SCR). This is a toll-free, 24-hour, seven-days-a-week hotline.

**State of New Jersey Department of Children and Families Child Abuse Hotline**  
1-877 NJ ABUSE (1-877-652-2873)

**Parents Anonymous** is a self-help group that offers parenting support and referral to resources in your community. If you are feeling stressed out, you can call the **Family Helpline at 1-800-THE-KIDS**, 24 hours a day, 7 days a week, and speak to a specially trained volunteer to help you work through your frustrations before a crisis

**COUNSELOR IN TRAINING PROGRAM - REFERENCE FORM**

**\_\_\_\_\_ HAS APPLIED TO CAMP MICHIKAMAU'S COUNSELOR IN TRAINING PROGRAM AND HAS GIVEN YOUR NAME AS A REFERENCE. THE PROGRAM IS DESIGNED TO TRAIN PARTICIPANTS FOR LEADERSHIP ROLES WITH CHILDREN. PLEASE ASSIST US BY COMPLETING THE INFORMATION BELOW?**

*Please place a check mark in the appropriate column.*

	<b><u>BELOW AVERAGE</u></b>	<b><u>ABOVE AVERAGE</u></b>	<b><u>AVERAGE</u></b>	<b><u>NO CHANCE TO OBSERVE</u></b>
<b>NEATNESS</b>	_____	_____	_____	_____
<b>POISE OR SELF-ASSURANCE</b>	_____	_____	_____	_____
<b>MATURITY</b>	_____	_____	_____	_____
<b>POSITIVE ATTITUDE</b>	_____	_____	_____	_____
<b>SENSE OF HUMOR</b>	_____	_____	_____	_____
<b>SENSE OF SERVICE</b>	_____	_____	_____	_____
<b>EMOTIONAL STABILITY</b>	_____	_____	_____	_____
<b>PUNCTUALITY</b>	_____	_____	_____	_____
<b>COMMUNICATION</b>	_____	_____	_____	_____
<b>INTERACTS WITH PEERS</b>	_____	_____	_____	_____
<b>RESPONSIBILITY</b>	_____	_____	_____	_____
<b>INITIATIVE</b>	_____	_____	_____	_____
<b>ENTHUSIASM</b>	_____	_____	_____	_____
<b>ACCEPTS CHANGE</b>	_____	_____	_____	_____
<b>HANDLES ADVERSITY</b>	_____	_____	_____	_____
<b>FOLLOWS THROUGH</b>	_____	_____	_____	_____

Please answer the following questions to the best of your ability. Feel free to continue on the reverse side.

**How long have you known the applicant, and what is your relationship to him/her?**

**What potential as a leader has this applicant displayed?**

**What are this applicant's greatest strengths?**

**In what area could this applicant benefit from some improvement?**

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SIGNATURE                                      PRINT NAME                                      TELEPHONE NUMBER                                      DATE

*Please mail to:*                                      YMCA of Greater Bergen County  
 c/o Stephanie Wilson  
 360 Main Street, Hackensack, NJ 07601

**Thank you.**



