



# Maritime Waterfront Adventure Camp

Counselor in Training (CIT) Program  
2021

*Handbook, Application Instructions & Policies*

Application Due April 1

## **I. Program Objective**

The Maritime Waterfront Adventure Camp Counselor in Training (CIT) Program provides young people the opportunity to acquire professional work experience and leadership skills through involvement in our summer camp program.

## **II. Qualifications**

CIT candidates must:

1. Be entering at least 10<sup>th</sup> grade in the fall
2. Have previously participated in Maritime Adventure Boat Camp, or similar program as a camper
3. Possess a high degree of responsibility, maturity, and enthusiasm
4. Demonstrate willingness to continue to develop Boat Camp skills, learn leadership techniques, and incorporate feedback into practice
5. Submit a complete application, as defined by this handbook

## **III. Program Benefits**

The CIT Program provides young people with valuable work experience in a fun environment. Qualified CIT candidates will gain experience in the process of applying for a job by completing a job application and interviewing for the position. If selected for a position, CITs will develop responsibility, leadership, problem solving and communication skills, in addition to continued development of maritime skills (sailing, powerboating, marine environmental science, etc.) If successful, CIT may use this experience for future job references and/or scholarship applications.

## **IV. Job Description, Function & Duties**

A. Purpose: To assist Summer Camp Counselors in the provision of a quality summer camp.

B. Function: Work under the general supervision of the Camp Director.

C. Duties:

1. Adhere to policies and procedures set forth in this CIT Handbook
2. Assist Camp Directors, Instructors and Counselors in the supervision of campers. *CITs are not permitted to supervise campers alone or to implement disciplinary action toward any camper.*
3. Assist Counselors and Instructors by enthusiastically participating in and assisting campers with activities, events, projects and programs
4. Assist in the set up and cleanup of all activities
5. Maintain camp equipment and supplies
6. Report directly to Counselors regarding campers and programs
7. Attend daily briefs and debriefs, training sessions, and provide and accept and incorporate feedback

## **V. Schedule & Hours**

CITs are expected to attend Training & Orientation Week (June 21-June 25)\*, and work at least five of the six weeks of camp beginning June 28 and ending Aug 6.

*\*We will accommodate conflicts with end of school exams and events.*

CIT hours are 8:30 a.m. to 5:30 p.m., Monday-Friday.

CITs are also welcome and encouraged to help set-up before camp starts and breakdown the summer camp after camp ends.

## **VI. Dress Code**

CITs are required to maintain a neat, professional appearance that reinforces safety and seamanship lessons taught by SUNY Maritime College staff.

*The following are required:*

1. Provided camp staff shirt
2. Closed-toed shoes with captive heels (no sandals) with non-marking soles
3. Hat, sunglasses, sunscreen (staff hat provided)
4. USCG Approved Lifejacket (provided if you do not have your own)
5. Shorts or pants of appropriate length

*The following attire is not appropriate:*

1. Cut-off shorts
2. Clothing with inappropriate graphics, including, but not limited to, promotion of violence or alcohol and tobacco products
3. Clothes with holes or rips
4. Flip flops or sandals (except during pool time)
5. Two-piece swimsuits

## **VII. Conduct & Professionalism**

As they transition from camper to Counselor-in-Training, CITs shall show willingness to learn new skills and develop confidence and competence in Camp activities. CITs are expected to listen and adhere to instructions and directions as assigned by staff, remain open-minded, and contribute regularly to briefings. Above all, CITs shall demonstrate respect for staff, peers, campers, equipment and facilities.

## **VIII. Personal Electronics**

The use of mobile phones, music/video players, video games, and all other personal electronics is strictly prohibited while on duty. Parents who need to speak with a CIT during camp hours should contact the waterfront office.

## **IX. Absenteeism Policy**

If a CIT cannot work due to illness or other emergency, it is mandatory that the absence be reported to the Camp Director as soon as possible. Tardiness and/or unexcused absences may result in dismissal. CITs may arrange to take limited time off (maximum of five days) to participate in family vacations or other academic or recreational interests as long as the Camp Director is notified and dates agreed upon in advance.

## **X. Transportation**

CITs shall arrange their own transportation. Carpools are encouraged. Camp staff and campers cannot provide transportation for CITs without written permission from a parent/guardian.

## **XI. Disciplinary Procedures**

The SUNY Maritime College Waterfront has established the following policy and related procedures to help ensure that unacceptable behavior is corrected so that individuals can continue participating in the CIT Program. It is the department's intent to dismiss those individuals who do not correct their behavior after an opportunity to do so.

Grounds for Action: The following are declared to be grounds for oral reprimand, written reprimand, suspension, or dismissal:

1. Violation of the dress code
2. Use of personal electronic devices during camp, without prior approval of Camp Director
3. Careless or improper use of SUNY Maritime College property or equipment
4. No call, No show – failure to report to work without proper notification

