



# Maritime Adventure Camp

Counselor in Training (CIT) Program  
2024

*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 of 2024.
2. Have previously participated in Maritime Adventure Camp, or similar program as a camper.
3. Possess a high degree of responsibility, maturity, and enthusiasm.
4. Demonstrate willingness to continue to develop Maritime Adventure 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, CITs may use this experience for future job references and/or scholarship applications.

## **IV. Job Description**

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

B. 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 setup 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, accept, and incorporate feedback.

## **V. Schedule & Hours**

CITs are expected to attend Training & Orientation Week (June 17-June 21)\*, and work at least five of the six weeks of camp, beginning June 24 and ending August 2. If possible, attend cleanup days on August 5 & 6; also assist at "Boogie Down to the Sound" event on a Saturday in the summer.

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

CIT hours are 8:30 AM to 5:30 PM, Monday - Friday.

## **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. Camp staff shirt (provided)
2. Closed-toed shoes with captive heels (no sandals) with non-marking soles
3. Hat, sunglasses, sunscreen (staff hat provided)
4. USCG Approved life jacket (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, participate fully in activities, 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, the absence **MUST** be reported to Waterfront administration 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 Waterfront administration 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
5. Use of abusive language and/or rudeness
6. Lack of attention in following supervisory instructions
7. Smoking, vaping or use of any prohibited substance while on the job or on SUNY Maritime College campus
8. Inconsiderate attitude or actions dealing with the public, supervisors, staff, campers, or parents, including horseplay (tickling, punching, throwing food, etc.)
9. Harassment (including, but not limited to, any unwanted physical contact or inappropriate verbal comments)
10. Physically harming or threatening a camper or other staff member
11. Reporting to work under the influence of drugs and/or alcohol
12. Other such actions that create a hazardous/unsafe situation, or violate the law
13. Bullying of any kind

## **XII. Application and Selection Process**

The application process for the CIT Program is considered part of the educational mission of the program. Candidates are encouraged to complete the process entirely by themselves. *Parents/Guardians are strongly discouraged from contacting SUNY Maritime College on their child's behalf; doing so will detract from the CIT's application.* Of course, parents are welcome to ask questions about the program, operation, and safety. The application and selection process is as follows:

1. **Application** – All candidates must complete an application by the due date. Applications include an online form (link below), submission of resume, and letter of recommendation. Past CITs must re-apply, meet the current CIT qualifications, and are not guaranteed a CIT position from year to year.
2. **Resume** – As part of the education process, candidates are required to create a simple resume that includes any past relevant experience such as being a camper, experience working with youth, participation in activities, and/or specific related skills.
3. **Letter of Recommendation** - All candidates must submit at least one letter of recommendation with their application. Appropriate references are from previous supervisors, counselors, teachers, neighbors, friends, or coaches; no relatives.
4. **Interview** – Upon review of completed application, a CIT candidate may be selected for an in-person or online interview with Waterfront staff.
5. **Selection** – Candidates will be notified via email of selection for the program.
6. **Fee & Registration**– If selected, CITs must register online and submit \$600 program fee by May 1, including required DOH medical forms (or 'well child' doctor's report, including immunizations, from within 1 year prior to start of training week) and any additional camp forms. This fee includes training and supervision, supplies, uniform shirts, and lunch each day. The Waterfront is committed to making our programs accessible to all through our financial assistance and scholarship program. Families of CITs are encouraged to apply for aid, and awards range from 10% to 90% of the program fee. Please submit the [Financial Assistance Application](#) for consideration.
7. **Application Due Date – April 1, 2024**

## **APPLICATION SUBMISSION CHECKLIST**

- Complete [online CIT Application](#)
- Submit resume and letter of recommendation via email to [waterfront@sunymaritime.edu](mailto:waterfront@sunymaritime.edu); or via mail to  
SUNY Maritime College - Waterfront  
6 Pennyfield Ave  
Throggs Neck, NY 10465
- Contact the Waterfront with any questions: [waterfront@sunymaritime.edu](mailto:waterfront@sunymaritime.edu); (718) 409-2447