

# Counselor/CIT Responsibilities

## GENERAL RESPONSIBILITIES:

I, as a Conservation Day Camp counselor, will be expected to:



1. Attend counselor training meetings.
2. Conduct myself as a member of the counseling staff.
3. Set a good example by not using profanity or telling off color jokes and stories.
4. Not have in my possession or use tobacco, alcohol or illegal drugs while I am participating in the counselor training program and at CDC Camp.
1. Be a responsible counselor...
  - a. Get to know each of the campers in my group personally and by name.
  - b. Have all campers, including myself; check in any of their medications with the First Aid person.
  - c. Make sure that all of my campers are familiar with camp site and rules.
  - d. Help campers take care of personal possessions.
  - e. Go over the camp program of activities with my campers at least once a day.
  - f. Check for illness or injury, but don't make much of a "fuss" about minor things.
6. Be with my campers at ALL TIMES.
7. Never punish a camper by ridicule or physical punishment – patience and understanding works wonders.
8. Urge safety at all times. Take time to explain how and why to do something safely.
9. Go with hurt or sick campers to the First Aid person no matter how minor the ailment.
10. Be quiet when appropriate and help keep the campers quiet.
11. Plan and conduct special activities.
12. See that all campers are involved in all activities. Make sure no one is excluded.
13. Guide, suggest and develop in camp a feeling of planning and doing things together. All of this will in turn create a feeling of freedom.
14. Make sure all campers understand they are responsible for their own behavior.
15. Be sure that all campers know that they must remain on the camp grounds at all times.
16. Attend and be on time for all meals, classes and activities.
17. Supervise meal time area clean-up when necessary.
18. Be flexible – plans do change – and rains do come.
19. Feel free to discuss problems with any of the other staff members.
20. Remember that the camp rules apply to me as well as the campers and that I am setting an example that my campers will follow.

CONTINUE ON BACK →

# Specific Responsibilities

I, as a Conservation Day Camp counselor, will be expected to:



21. Arrive 8:00 a.m. on first day and 8:15 a.m. on second and third day and stay until 3:00 p.m.
22. Put names on cups with a permanent marker and help campers put names on name tags if help is needed.
23. If a program ends early and there is free time ALWAYS keep the campers busy with games or activities.
24. Always keep your group together and do a head count before the start of each program.
25. KNOW THE SCHEDULE...make sure you lead your group to the correct program at the proper time.
26. Always have respect for the program presenters by providing help when ever needed, quieting the group before starting, and helping with clean-up if needed.
27. DO NOT talk with other counselors during programs.
28. Make sure your entire group makes it through the lunch line with his/her cup.
29. Wash the entire group's cups thoroughly after lunch!
30. Make sure everyone cleans up his/her trash after lunch.
31. After lunch gather your group and promptly arrive at the afternoon program.
32. Try to participate in activities yourself with great enthusiasm!
33. Bring your group to the closing area and help with dismissal.

## Discipline Policy - 3 Strikes You're Out:

1. You will be responsible for handling campers talking, interruptions, rudeness, horse play, etc.
2. Every time a camper is corrected that is one "strike".
3. After the third strike the camper is to be brought to one of the Camp Staff (Sophie or Jill) and they keep them for 30 minutes.
4. If they are brought to the camp staff for a second time they sit out for 30 minutes again and his/her parents are called. The third time a camper is brought to the Camp Staff he/she will be sent home.
5. Any major problems such as profanity, endangering others, sexual harassment, etc. automatically bring the camper to the Camp Staff for the 30 minute sit out.
6. Counselors are to set the example...campers look to you for leadership!

## Weather Policy:

1. A "runner" will be sent to each program if bad weather is approaching.
2. Bring your group to the Main Building IMMEDIATELY!
3. Try not to rush the campers and cause panic. Bring them to the Main Building in an orderly fashion.

By signing below, I acknowledge that I have read and agree to abide by the above responsibilities as a CDC camp counselor. I understand and agree that I will be asked to call my parent/guardian immediately to pick me up if I do not conduct myself in a responsible manner, which includes being where I am not supposed to be without permission and the possession or use of tobacco, alcohol, illegal drugs or fireworks.

\_\_\_\_\_  
Signature of Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

# Counselor/CIT Application

1. All applicants must be completing the 7<sup>th</sup> through 12<sup>th</sup> grades.
2. All interested in serving as a camp counselor for Shelby County Conservation Day Camp **MUST** complete an application.
3. Applicants **MUST** commit to all 3 days of camp unless an emergency arises.
4. Further information letters will be sent after the application deadline: **Monday, May 3**
5. Please return completed application to:

Sophie Nieport, Shelby SWCD  
822 Fair Rd. Sidney, OH 45365  
937-419-2589



NAME: \_\_\_\_\_

AGE/GRADE/GENDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ T-SHIRT SIZE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SCHOOL ATTENDS: \_\_\_\_\_

4-H CLUB (if applicable): \_\_\_\_\_

MAIN 4-H ADVISOR: \_\_\_\_\_

**In case of Emergency, contact:**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Have you ever attended Conservation Day Camp as a camper?  Yes  No

Have you ever served as a camp counselor?  Yes  No

If yes...  Conservation Day Camp  4-H Camp  Other: \_\_\_\_\_

I understand that if selected to serve as a counselor for Shelby County Conservation Day Camp, I will be expected to follow the rules and responsibilities given to me. I also recognize the commitment and responsibility involved with being a Conservation Day Camp Counselor and I believe I am able to accept the challenge. My status as a Shelby County Conservation Day Camp Counselor may be terminated at any time for failure to abide by these or other policies and procedures.

\_\_\_\_\_  
Signature of the Applicant

\_\_\_\_\_  
Date

My child has my permission to apply to be a Conservation Day Camp Counselor for Shelby County. I realize the responsibility the position holds. I feel my child can accept the commitment and follow through with all assigned tasks and duties.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**CONTINUE ON BACK →**

# Please answer the following questions:

1. Why are you interested in serving as a camp counselor?

---

---

---

---

---

---

---

---



2. What previous experience do you have working with youth? (i.e. Sunday School helper, mentoring program, etc.)

---

---

---

---

3. What activities have you been involved in through 4-H (if applicable)?

---

---

---

---

4. What are some of your school, church and community activities other than 4-H?

---

---

---

---

---

3. Are you interested in being a presenter for a lesson on the third day of camp?

---

6. If you are interested, do you have any ideas for a fun hands-on lesson to do with the campers? If so, explain below (not a mandatory question).

---

---

---

\*\*\* Application & signed responsibility sheet due by Monday, May 3 \*\*\*