



# CAMP SLOANE YMCA

## COUNSELOR IN TRAINING HANDBOOK



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**CAMP SLOANE YMCA  
124 INDIAN MOUNTAIN ROAD  
LAKEVILLE, CT 06039  
PHONE: 860-435-2557 FAX: 860-435-2599**

## **WELCOME TO THE CAMP SLOANE STAFF!**

Dear CITs,

Welcome to the Camp Sloane staff! We are so excited to have you join the team.

We know that there are a lot of things you could have chosen to do this summer, and we can almost guarantee that your CIT experience is going to be life-changing in so many ways. You are about to take on some big responsibilities and learn new things each and everyday that you're with us.

Please make sure to read through this handbook as it contains important information to help you prepare for the CIT program.

If you still have questions after reading through the handbook, please don't hesitate to reach out via email or phone.

We look forward to seeing you at camp this summer!

Happy camping,



**CAMP DIRECTOR**  
Rhino Merrick  
[rhino@campsloane.org](mailto:rhino@campsloane.org)



**ASSISTANT CAMP DIRECTOR**  
Ru Foster  
[ru@campsloane.org](mailto:ru@campsloane.org)

# THE C.I.T EXPERIENCE

## WE BELIEVE THAT LEADERSHIP CAN BE LEARNED.

C.I.T. (Counselor In Training) is a four-week staff program for rising 12th graders.

The Counselor in Training (CIT) program is aimed at preparing teens for the responsibility of working with youth. CITs will learn about managing a tent group through both training workshops and practical experience working with younger campers. CITs will work with children of different ages and abilities, creating and managing positive group dynamics, and assisting campers with behavior or adjustment issues. CITs will live in a tent with younger campers as an assistant to an experienced counselor, as well as support in an activity area that they could see themselves teaching as a counselor in the future.

The details:

- The CIT program occurs twice across the summer - CIT Session A / CIT Session B.
- The first part of the program involves sessions such as lesson planning, emergency procedures, behavior management, and child abuse training.
- CITs will also spend time assisting in different program areas, learning to lead various activities.
- After completing the program, CITs will be eligible to apply for a full summer counselor position the following year.

## TRANSITIONING TO STAFF

Being a CIT means taking the leap from camper to staff, which can be a challenging jump for many. The program aims to give CITs all the tools they need to make it a smooth transition.

The CIT position is that of a staff member - CITs get all the benefits of being on staff e.g. access to the staff lodge, use of wifi & phones in the staff lodge, one day off per week, and free time in the evenings.



CITs will not be solely responsible for a group of campers - their goal is to learn and gain experience so they can return to camp the following summer ready to take on the challenge of being a full counselor.

## WHERE DO CITS LIVE?

At Camp Sloane, we are in-TENTS! We have camped here in the Berkshires for over 90 years in our 14' x 14' raised platform canvas-wall tents.

CITs will live in a village with either Pioneers (rising 4th & 5th), Juniors (rising 6th & 7th), or Seniors (rising 8th). CITs will be in a tent with younger campers as an assistant to an experienced counselor. Each village has its own modern bathroom. There will also be a Village or Activity Director who lives in the village to supervise & help support the counselors & CITs.

Each person in the tent has a personal cubby and bunk, equipped with a mattress pad and mosquito net. Staff & Campers keep most of their clothing and possessions in footlocker-style trunks or plastic boxes that store neatly under your bunk.



## WHAT DO CITS DO EACH DAY?

Over the four-week program, CITs will participate in a mixture of training sessions and hands-on experience, both in living with campers and working in an activity area.

### WEEK ONE

The first week of the program will be a CIT staff training. Each day, CITs will have a schedule of training sessions that they will attend in the mornings. This will include all aspects of working at camp, from standard expectations, to emergency procedures, to teaching a class. In the afternoons, CITs will join their campers for Free Swim and Tend Bonding Time activities. Evenings this week will be spent both with your village and as a group, including a special CIT overnight in the woods!

### WEEKS TWO, THREE & FOUR

CITs will continue to live in tents with younger campers and will start to assist in different activity program areas during these three weeks. One week will be spent in Day Camp, where they will gain experience assisting group leaders with our youngest campers in all activity areas. The other weeks will be spent assisting in two different activity areas (CITs will get to put in their preferences). The goal by the end of the four week program is that CITs feel confident to take the lead on some classes.

### OTHER RESPONSIBILITIES

CITs will spend evening programs with the village they live in, supporting counselors. They will be on Village Duty rotations and will join their tent for their overnight each session.

# THE CAMP SLOANE STAFF DAY

## OUTLINE OF THE CAMP SLOANE TWO-WEEK SCHEDULE

- Sunday Afternoon - Camper arrival, tour, swim quest, Village campfire
- Monday Funday! - Tent and village activities & Opening Campfire
- Tuesday-Saturday - First week of regular activities
- Sunday - Chapel and Theme Day activities
- Monday-Friday - Second week of regular activities
- Friday Evening - Closing campfire and ceremony
- Saturday Morning - Camper departure



## OUTLINE OF A NORMAL ACTIVITY DAY AT CAMP FOR CITS

TIME	ACTIVITY	YOUR ROLE
7:15am	Wake Up	Wake up your campers
8:00am	Morning Flag	Attend flag ceremony & morning announcements
8:15am	Breakfast	Sit & eat with your tent group
9:00am	Village Time	Get campers ready for activities
9:20am	Areas of Responsibility	Help to lead campers in a clean-up of camp
9:30am	Activity Period 1	Assist teaching a class
10:30am	Activity Period 2	Assist teaching a class
11:30am	Activity Period 3	Assist teaching a class
12:45pm	Lunch	Sit & eat with your tent group
1:30pm	Oval	Recess. Help to supervise & have fun
2:00pm	Rest Hour	Be with your campers in your tent
3:00pm	Free Swim	Supervise & play at pool or lake
3:55pm	Tent Bonding Time	Assist with an activity for your tent
4:45pm	R & R	Supervise & play in village. Shower time for campers
5:30pm	Eventide	Lead/attend reflective session
5:50pm	Evening Flag	Attend flag ceremony & evening announcements
6:00pm	Dinner	Sit & eat with your tent group
7:00pm	Evening Program	Assist with Village activity/all-camp event
8:30pm	Bedtime Preparations	Get campers ready for bed
9:00pm	Vespers	Help to lead bedtime chats with your tent
9:40pm	Village Duty/Free Time	On duty in Village/enjoy your free time on camp
11:30pm	Staff Curfew	Be back in village and go to bed

# CIT PROGRAM SCHEDULE

Below is the basic outline of the four-week CIT schedule. This is subject to change.

WEEK 1	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	Village Prep	Team Building	Workshop	Workshop	OFF	Bear Mtn Hike	Workshop
Period 2	Village Prep	Team Building	Workshop	Workshop	OFF	Bear Mtn Hike	Workshop
Period 3	Village Prep	Meet Village Directors	High Ropes	Workshop	OFF	Bear Mtn Hike	Meet Activity Directors
Period 4	Check In	Free Swim/ Tent Bonding Time (TBT)	Free Swim/ TBT	Free Swim/ TBT	OFF	Free Swim/ TBT	Free Swim/ TBT
Period 5	Check In	Free Swim/ TBT	Free Swim/ TBT	Free Swim/ TBT	OFF	Free Swim/ TBT	Free Swim/ TBT
Eve Program	Village Campfire with LEADs	Opening Campfire	CIT Overnight	OFF	With Village	CIT Evening Program	With Village

WEEK 2	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	Chapel	Assisting Activity	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Village prep
Period 2	<b>THEME DAY</b>	Assisting Activity	Assisting Activity	Assisting Activities	OFF	Assisting Activity	Check Out
Period 3		Assisting Activity	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Check Out
Period 4		Free Swim/ TBT	Free Swim/ TBT	Free Swim/ TBT	OFF	Free Swim/ TBT	Clean Up
Period 5		Free Swim/ TBT	Free Swim/ TBT	Free Swim/ TBT	OFF	Free Swim/ TBT	Free Time
Eve Program		With Village	Square Dance	OFF	PA Show	Closing Campfire	Free Time



CIT Program schedule cont'd:

WEEK 3	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	Village Prep	Monday Funday with Village	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Assisting Activity
Period 2	Village Prep	Monday Funday with Village	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Assisting Activity
Period 3	Village Prep	Monday Funday with Village	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Assisting Activity
Period 4	Check In	Free Swim/TBT	Free Swim/TBT	Free Swim/TBT	OFF	Free Swim/TBT	Free Swim/TBT
Period 5	Check In	Free Swim/TBT	Free Swim/TBT	Free Swim/TBT	OFF	Free Swim/TBT	Free Swim/TBT
Eve Program	Village Campfire with LEADs	Opening Campfire	With Village	OFF	With Village	CIT Evening Program	With Village

WEEK 4	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1	Chapel	Assisting Activity	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Village prep
Period 2	<b>THEME DAY</b>	Assisting Activity	Assisting Activity	Assisting Activities	OFF	Assisting Activity	Check Out
Period 3		Assisting Activity	Assisting Activity	Assisting Activity	OFF	Assisting Activity	Check Out
Period 4		Free Swim/TBT	Free Swim/TBT	Free Swim/TBT	OFF	Free Swim/TBT	Clean Up
Period 5		Free Swim/TBT	Free Swim/TBT	Free Swim/TBT	OFF	Free Swim/TBT	Depart
Eve Program		With Village	Square Dance	OFF	PA Show	Closing Campfire	





# THE C.I.T APPLICATION PROCESS

CIT is an application-based program and applicants must be at least **rising 12th graders** to apply. You do not have to have completed the LEAD program to be eligible for CIT, however, applicants who have will be considered above applicants who have not.

Unlike traditional summer camp, the CIT program is not “first-come, first-served”. The program requires an application and acceptance is competitive. While we take into consideration the written application and reference forms, the applicant’s behavior during their time at Camp Sloane is the most heavily weighted factor in the selection process.

Ultimately, we select the applicants who will best serve as role models to younger campers and peers alike. In particular, we look for maturity, judgment, positive attitude, emotional intelligence, good character/values, interpersonal skills, and an embodiment of our “Others” motto.



The priority deadline for applications and references is **January 1**. Applicants will then be emailed to set up an interview in the first two weeks of February. Applicants are notified of the acceptance decision by the end of February. At that time, applicants who are accepted into the CIT program will have two weeks to secure their spot. There is no fee for the CIT program.

When you’re ready to apply, please submit the [online application](#) using your own email address to create an account. **DO NOT USE YOUR PARENT/GUARDIAN’S ACCOUNT**. You’ll be prompted to fill in information for references who can attest to your character and work ethic. (e.g. teachers, coaches, pastors, employers). Your application is not complete until we receive your references.

If you have any questions, please email [campdirector@campsloane.org](mailto:campdirector@campsloane.org)

# DATES & LOGISTICS

## 2024 CIT DATES

The CIT program runs twice throughout the summer and applicants will get to state their preferences at the time of interview:

**CIT Session A** is the first half: 06/22-07/20

**CIT Session B** is the second half: 07/20-08/17

## ARRIVAL & DEPARTURE

CITs will arrive the day before campers for their program session. Session A CITs will arrive on June 22nd, 2024 and Session B CITs will arrive on July 20th, 2024. CITs should plan to arrive between 1-2pm and should go to the office to check in. On your departure day, you will be free to leave camp at 3pm.

## TIME OFF & FREE TIME

Time off = scheduled day/evening off. You are able to leave camp.

Free time = time during the day/evening where you are technically not on duty but must remain on camp.

All staff work a 6-day week and will have **one day (24 hours) off each week**. During your six days of working, Camp Sloane is considered a closed campus, and you may not come and go from the property at your leisure. You will also get an additional evening off each session.

If you have your own vehicle, you must park in the staff parking lot at the bottom of the hill. Camp also provides transportation so you can get off camp on your time off. Van runs must be signed up for at least 24 hours in advance.

## PHONE POLICY

We are a tech-free camp. For staff, this means that your phone/laptop etc. must remain in the staff lodge **AT ALL TIMES**. The staff lodge is the **ONLY** place you are able to use your technology. Phones must **NEVER** be used in front of campers unless given explicit permission from the Camp Director. Please make sure your parents/family understand you will not have access to your phone all the time.

## STAFF UNIFORM

Each staff member will be issued a staff polo shirt and a hanger. The staff shirt is expected to be hung in the staff member's cubby or closet. All staff will each be issued with 5 additional staff t-shirts which must be worn each program day. Staff must provide their own khaki shorts/pants which they will wear on check in/out with the staff polo.

## RULES & EXPECTATIONS

CITs are expected to conduct themselves in a professional manner at all times (remember... **you are now on staff and this is a JOB**). More details on professionalism at camp will be discussed during training, and can be found in our Staff Manual, which will be available upon confirmation of hiring.

**Smoking/Vaping, Alcohol and Drugs:** Camp Sloane YMCA is a completely smoke-free facility, which means that there is absolutely nowhere on property where smoking/vaping is allowed. We are also a completely alcohol and drug-free camp. If found with, or under the influence of, alcohol or drugs on camp, you will be dismissed immediately.

# STAFF PACKING LIST

This list is a basic outline of the items you will most likely need this summer. You will be outside and busy all day, every day, so plan to get messy and sweaty.

## CLOTHING

**At least 1 pair of Khaki (light brown) shorts/long pants – these are MANDATORY for check in/check out days**

14 shirts  
8 pair shorts  
4 pair pants or jeans or sweats  
16 pair underpants  
16 pair socks  
2 pair pajamas/sleepwear  
2-4 swimsuits (appropriate for being active in the water)  
1 jacket/raincoat  
2-4 sweatshirts/jumper/long sleeved shirts  
1 Monday Funday costume (optional)  
\*Neon colors, onesies, silly outfits, etc.  
1 'nice' outfit (e.g. sundress/short sleeved button-down shirt)  
1-2 pair athletic shoes/sneakers  
1 pair sandals with a heel strap  
Rain boots/waterproof shoes  
Shower shoes (flip flops only allowed for showering)  
Horse Riders: Boots appropriate for riding

## BEDDING/LINEN

**\*International staff: we will provide all bedding & towels.**

"Summer" weight sleeping bag  
Blanket  
2 sheets—1 fitted and 1 flat works great  
Pillow(s)  
Pillow case(s)  
2-4 towels

## TOILETRIES

Toothbrush & toothpaste  
Shower Gel, Shampoo, Conditioner, etc.  
Shower caddy  
Hairbrush  
Sanitary Products  
Insect repellent  
Sunscreen  
Deodorant  
Medications

All clothing must be camp appropriate e.g. no alcohol/drug/explicit references.

## OTHER

A Water Bottle!  
A watch  
A flashlight (we recommend a headlamp)  
Extra batteries for your flashlight  
Hat (cap/bucket hat etc)  
Sunglasses  
Warm hat (it can get cold in the evenings)  
Paper, envelopes, stamps  
Pens/pencils  
Notebook  
Books for reading in down time  
Cards/games to play with your campers  
Small backpack/day bag  
Laundry bag & detergent  
A camera  
iPod/Music device  
Chargers  
Phone\*  
Laptop/Tablet\*  
**\*must be kept & used in Staff Lodge ONLY**

## DO NOT BRING

Any weapons of any kind  
Fireworks  
Drugs  
Tobacco  
Vape/Juul  
Alcohol

## A Note on Luggage

Luggage type is your choice, whether that is a hard trunk, suitcase or duffel bag. Most staff choose to buy plastic containers/drawers to put their belongings in and store under their bed. You can get these from Walmart when you get here or order online.

# STAFF PAPERWORK & PRE-CAMP TRAININGS

When you are hired, we will send you a 'Staff Agreement' (Contract). This will come in the form of an email with a link to log into your CamplnTouch account, along with some other details regarding paperwork & our staff Slack channel.

When you log in to your account, click on 'Forms & Documents' and you will see the following paperwork:

- **Child Abuse Code of Conduct** - download the form, fill it in, sign and reupload.
- **Driver's License Upload** - if you have one, please upload here (not required).
- **Health History** - online form. Please complete this.
- **Immunization** - download the form, fill it in and reupload.
- **Medication Authorization (U18 ONLY)** - FOR STAFF WHO ARE UNDER 18 & WILL BE TAKING MEDICATIONS AT CAMP. Your parent/guardian must fill this out.
- **Passport/Social Security Upload** - please upload a copy of your passport (social security card is fine if you do not have a passport).
- **Seasonal Staff Dress Code** - please download and read.
- **Staff Agreement (Contract)** - read in full and sign electronically. Contact us if you think something is incorrect.
- **Staff Manual** - Download, read fully, sign & upload the last page.
- **Staff Physical Examination** - download the form, have a doctor fill it out and reupload. Must be dated **within 2 years** of the summer. We will also accept your doctor's own form.
- **T-Shirt Size** - online form
- **Tell Us About You** - please fill this out. We use this info for your profile on our staff map.
- **Time Off Release (U18 ONLY)** - FOR STAFF WHO ARE UNDER 18. Download, have your parent/guardian sign. Reupload.
- **Voluntary Disclosure** - download, sign and reupload.

Please be aware that our system ONLY accepts PDF documents - you may need to use a PDF converter (just search 'PDF converter' on Google). All Forms must be completed by April 1st.

## ONLINE TRAINING

In the Spring, you will be sent some online trainings that you are required to do prior to your arrival at camp. You will receive information about this via email, so please make sure your email is up to date on your CamplnTouch account.

These online trainings will include information about child abuse prevention and risk management at camp, among other topics.

# HEALTHCARE & MEDICATIONS

**HEALTHCARE:** As CITs are under 18 years of age, all your healthcare & medications must be administered by our camp nurse. The Health Lodge is overseen by our camp physician, and is staffed with a registered nurse 24 hours a day.

Your parents/guardians will be notified if the following occur: emergency situations, hospital visits, camp physician or dentist visits or overnights in the Health Lodge. Parents will not be called for routine visits to the Health Lodge.

**MEDICATIONS:** If you will take ANY medication (prescription or non-prescription) while at camp – your parent/guardian MUST fill out the Medication Authorization form, and have the doctor sign it. The form must be printed out and handed in to the camp nurse upon arrival, along with the medication in its original prescription container. This form is required by the state of Connecticut. All medicines, prescription or otherwise, are distributed by the nurses.

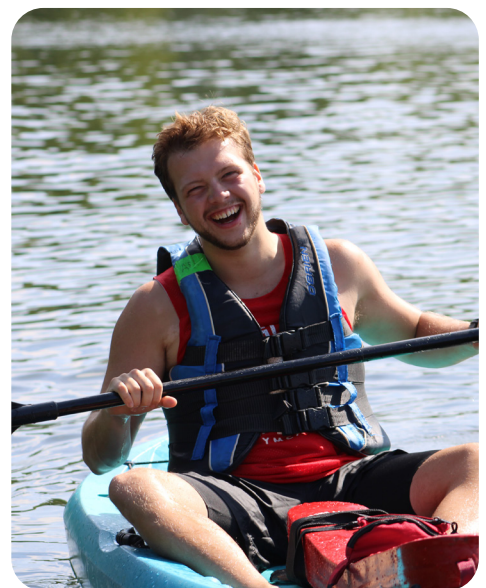
Staff with non-emergent medical concerns may visit the Health Lodge during “open hours”, which is after each meal. Staff who become ill will sleep in the Health Lodge overnight. In the event that CITs need to see a doctor, you can either make your own appointments or we will take you to one of the following three places depending on the urgency of the situation and appointment availability – Sharon Hospital (Sharon, CT), or Urgent Care (Torrington, CT).

## MENTAL HEALTH AT CAMP

The mental health of our staff is very important to us here at Sloane. If you are struggling and need support while you are here, please make sure you speak to someone, whether that’s a peer, a director or someone outside of camp.

We have a policy called ‘Tap-20’ during the summer – if you are feeling stressed or overwhelmed at any point, ask a peer or director if they can ‘tap you out’ for 20 minutes, so you can go take a walk, journal, meditate, or whatever it is you need to do to get back to your best self.

If you currently see a therapist or other mental health professional, please make sure you continue these appointments through the summer. We will make sure to fit it in to your schedule if you cannot arrange it for your time off.



# MAP OF CAMP SLOANE

