



## Summer Camp Counselor-in-Training Overview and Application

### **Counselor-in-Training Description:**

Counselors-in-Training (CITs) assist the camp counselors in providing a safe and fun camp experience at Tanglewood. They will help lead environmental education activities, games, crafts, songs, stories, hikes, and more. In addition to supervising campers during the camp activities listed above, our CITs will also assist with camp preparation, check-in and check-out, and will serve as a positive role model for children in camp. This is an educational position that will involve being paired with two counselors each session.

CITs will send their applications to the CIT Coordinator, who will review them with the Camp Director. The CIT Coordinator is the direct supervisor of the CITs and they should report all concerns to the Coordinator. CITs will remain under the supervision of the camp counselors for most of the camp day, but will have a dedicated weekly meeting with the camp staff, Camp Director, and CIT Coordinator to discuss topics such as: environmental education, leadership strategies, emergency protocols, child development and psychology, camp games and crafts, current conservation issues, and more.

### **Eligibility:**

Must be at least 15 years old by June 1<sup>st</sup>, 2024.

Must be enthusiastic about camp, enjoy working with children, animals, and the natural environment!

Must have completed application including two personal references.

Must be committed to at least three full weeks of camp over the course of the summer (at least two weeks must be consecutive).

Must have had previous experience as a camper (mandated by NY Health Department).

Successful applicants will have a desire to work with children and animals.

Demonstrates maturity, energy, enthusiasm, communication skills and an interest in the environment.

### **Application Process:**

In addition to submitting the application to the CIT Coordinator, each applicant will schedule an interview. Applications must be completed by May 10<sup>th</sup>, 2024 (of course we welcome applications earlier in the season!). Interviews must be completed by June 7<sup>th</sup>. The CIT Coordinator will notify applicants of their acceptance and schedules by June 14<sup>th</sup>.

During the week of camp staff training (June 24<sup>th</sup>-28<sup>th</sup>) the CITs will be asked to attend at least one day of training to cover safety rules and get to know the staff. Days TBD – let us know if you have any conflicts during that week!

**Counselor-in-Training Program Application 2024**

*Send to the CIT Coordinator, Maggie Groce, through email or postal mail by May 10<sup>th</sup>*

Maggie Groce, Volunteer Coordinator/ Summer Camp Director  
Tanglewood Nature Center and Museum  
443 Coleman Avenue, Elmira NY 14903  
Email: [volunteer.tanglewood@gmail.com](mailto:volunteer.tanglewood@gmail.com) Phone: 607-732-6060

*Please print clearly below:*

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

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age as of June 1<sup>st</sup>, 2024: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Parent/Guardian 1 Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian 2 Name: \_\_\_\_\_ Cell: \_\_\_\_\_

Parent/Guardian Email(s): \_\_\_\_\_

Have you ever attended any camp as a camper?  Yes  No If yes, for how many years? \_\_\_\_\_

If so, what do you remember most about your experience? \_\_\_\_\_

\_\_\_\_\_

Have you ever been a CIT before?  Yes  No If yes, for how many years? \_\_\_\_\_

If so, what do you remember most about your experience? \_\_\_\_\_

\_\_\_\_\_

Short Answers: Please write a few sentences answering the questions below, and attach it to your application.

1. What experience do you have working with children?
2. If a camper didn't want to participate in an activity, what would you do?
3. If you overheard a camper say something mean to another camper on a hike, what would you do?
4. Why do you want to be a CIT at Tanglewood?
5. What are some of your passions, interests, or hobbies?

These are the weeks of summer camp that CITs can participate in. Please keep in mind that the **minimum number of weeks a CIT must commit to is three weeks**, so that we can see you grow and become a more experienced leader. **CITs are expected to arrive at 9am and stay until 4pm, in order to prepare for the day and review curriculum as part of the counselor team.**

We limit the number of CITs to two per week, so we will balance your availability with other CITs.

Circle all of the weeks that you are available (Highlighted= 3- day week):

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
July 1- July 3 (no camp July 4-5)	July 8- July 12	July 15- July 19	July 22- July 26	July 29- August 2	August 5- August 9	August 12- August 16	August 19- August 23

Would you be interested in being a CIT for more than three weeks of camp? \_\_\_\_ Yes \_\_\_\_ No

If so, how many weeks would you like to be a CIT? \_\_\_\_\_

Please provide two personal references (teachers, coaches, etc.) who are not related to you.

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

I understand that this application and/or the granting of an interview does not represent a contract or promise of acceptance into the CIT program at Tanglewood Nature Center and Museum. I understand and agree that if selected, my training will be at-will and may be terminated by the CIT Coordinator, the Camp Director, or the Executive Director of Tanglewood Nature Center and Museum.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Signature of Parent/Guardian

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

*Parents/Guardians must complete and sign the two sections below:*

**Medical Information**

I am the parent or legal guardian of this participant, and hereby grant permission for him/her to participate fully in Tanglewood’s CIT Program. Parent/guardian signature: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

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

May be picked up by: \_\_\_\_\_

*N.B. all campers and CITs under 18 will have to be signed out by an adult with a photo ID. List any names of who can pick up your CIT above. If you need to add a name later, please contact Tanglewood.*

Dietary restrictions, special considerations, or medical concerns: \_\_\_\_\_

\_\_\_\_\_

Has your child ever been stung by a bee? \_\_\_Yes \_\_\_No

**Liability Release Authorization:**

In consideration for being accepted by Tanglewood to participate in the CIT Program, we (I) [and on behalf of our (my) child-participant] heirs, successors, and assigns, do hereby release, forever discharge and agree to release, defend, indemnify and hold harmless Tanglewood, its officers, agent, volunteers and interns from and against any claims, demands, liability, damages, lawsuits or other actions, thereof from any and all liability, for personal injury, sickness, or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the child participant that occur while said child is participating in Tanglewood CIT Program.

Furthermore, we (I) [and on behalf of our (my) child-participant] hereby assume all risk of personal injury, sickness, death, damage and expense as a result of participation in the CIT Program at Tanglewood Nature Center’s Summer Camp, including games and activities involved therein. I authorize the staff of Tanglewood Nature Center to act for me according to their best judgment in any emergency requiring medical attention. I understand that I will be financially responsible for all charges and fees incurred in the rendering of said emergency treatment, regardless of whether or not my medical insurance would cover such charges and fees.

I also authorize Tanglewood Nature Center to use photographs, and/or video of the CIT named on this registration, which may be needed for promotional purposes and development, printed and on Tanglewood’s website. \_\_\_Yes \_\_\_ No

Parent/Guardian name (printed): \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_\_