



BLITHEWOLD
MANSION, GARDENS & ARBORETUM

Camp Sequoia

Counselor in Training (CIT) Guide

Our camp is designed to provide a fun, rewarding and safe experience for all who participate. All Blithewold camp staff is dedicated to giving each camper a safe, educational and fun summer to remember. For our Counselor in Training program, we are looking for responsible middle school and high school students who are interested in a junior counselor position. This opportunity is great for building confidence, leadership qualities and is an invaluable experience for your resume!

Each week has a Head Counselor, two Assistant Counselors, and multiple CITs. As a CIT, there will be some work involved, such as light cleaning and helping children with projects. You will also get the chance to participate in all of the fun activities and enjoy the overall camp experience while helping the younger campers. You will spend part of your summer exploring Blithewold's gorgeous 33 acres of shorefront, gardens, and grounds! This summer we are diving into more about the nature around us at Blithewold and the history of the Van Wickle Family. We will have many fun lessons and activities to engage the campers on these topics.

It is important to always remember that as a Counselor in Training, you are considered a role model for the younger campers. Please read through this packet before your week and always feel free to ask any questions that may come up. You can contact us anytime! We look forward to seeing you this summer at Camp Sequoia!

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Program Description

Program Description: Learn to be a leader! The CIT program is designed for those who are interested in expanding their leadership skills by learning how to work with elementary school aged children. We look to have five CITs per week to ensure they each get to work closely with the campers and have as much interaction with the environment as possible. The CIT position provides an expertise learning experience where they will observe camp staff on how to become an effective counselor. While participating in all games and activities at camp the CITs will act as a role model for all the campers. The CITs will always be supervised by the camp staff and will not be left alone with the children.

Program Requirements: Participants have to be between the ages of 13-16. Some previous camp experience is preferred but is not required. CITs must be available Monday through Friday from 8:30 am to 3:15 pm. There will also be a required CIT orientation the Saturday before the first camp week begins. Participants should be responsible, creative, and dedicated individuals with a sincere interest in working with children.

Fee: The fee is \$65 per week. It demonstrates commitment to the program and covers the cost of materials provided during orientation. The fee must be paid through the link that you will be provided after the acceptance of your application. If you are unable to fulfill any of your chosen sessions, you will have that week's fee returned to you.

Daily CIT Responsibilities:

- Lead a small group of 5 campers in crafts inside the camp space
- Model how to follow direction for the campers
- Participate in every camp activity
- Assist in whole group activities by reinforcing camp rules when needed
- Aid with camp chores at the end of the day (ex. Cleaning, restocking supplies, set up for next day)



Weekly CIT Responsibilities:

- Create a CIT Surprise activity to be executed on the last day of the camp week
- Promote the community service project selected for the month by leading the campers in the activity associated with it
- Observe and ask questions to camp staff about leadership or working with children

CIT Program Outcomes:

- Successfully execute an activity at the end of the week
- Complete two community service projects during the summer
- Gain leadership skills
- Create memories and meet new people
- Engage in an experiential learning experience

General Policies

Arrival Time:

The camp day runs from 8:45 – 3:00. It is helpful if you can arrive at 8:30 am and stay until 3:15 pm to help clean up at the end of the day. Always check in with the Head Counselor about arrival or departure.

Electronics:

Cell phones should be turned off or on vibrate and not used during the day unless for emergencies. We ask that you please keep them in your bags to be left in the camp room. CITs will need to ask permission to use their cellphone during the camp day (8:45 am -3:00 pm). Once it is 3:00 pm CITs are permitted to use their phones to communicate with guardians about pick up. If a CIT is seen using a cell phone without permission during the camp day, the cell phone will be taken and returned to them at the end of the day. Electronic game devices should be left at home.

Attendance:

Attendance is very important! You, the Head Counselor, and the Assistant Counselor are a team, and your teammates are depending on you. We will have you sign in and out everyday. If you must call in sick, please call the Head Counselor by 8:00 AM.



Remember:

You should wear your Camp Sequoia t-shirt as much as possible so that you can be identified by staff and campers. You are representing Blithewold and will be interacting with staff, parents, and the campers themselves, so please select appropriate clothing for working outdoors with children. Further recommendations for clothing and what to bring can be found below.

Injury Prevention

Lost Camper Prevention:

Please help the Head and Assistant Counselors do frequent head counts. We will always have one leader in front and one behind the group while traveling on the property. Encourage children to use a buddy system if walking to the bathroom, etc.

Sunburn and Heat Exhaustion:

Help Head and Assistant Counselors to make sure all children stay hydrated throughout the day. Sunblock should be reapplied after lunch. Encourage campers to wear hats while outside. Keep an eye out for empty water bottles.

Blood Borne Pathogens:

Alert the staff immediately if a camper is sick or bleeding. Remember that bodily fluids such as blood, vomit, etc. can transmit disease so please use extreme caution not to directly expose yourself or campers.

Medication:

If a child requires medication during the day, the Head or Assistant Counselor will distribute it as directed by parents. CITs will be asked to carry their own inhalers and epi-pens with them.

First Aid (Minor Injuries):

First Aid kits will be always available. All Counselors are certified in First Aid and are responsible for treating minor injuries. Please notify them immediately of any injuries to yourself or the younger campers.



Emergency Procedures

If a Child is Missing:

- Alert an adult staff member immediately and help with the following procedures
 - Check the Sign-In Sheet to verify attendance
 - Notify the Head Counselor that a child may be missing. The head counselor will contact Connie Ganley. Connie will contact Karen Binder, Executive Director.
 - Ask campers where the child was last seen and retrace steps. If the child is not found, bring all other children back to the Visitor Center.
 - Blithewold staff will conduct a search of the property while the camp staff stays with the other children.

In the Case of Serious Injury:

- Call 911. When in doubt, it is always better to call and be on the safe side.
- If you are away from a phone and all cell phones fail, run to the nearest staff building (Mansion, Greenhouse, Garage, or Visitor Center).

Discipline

You should know that your words have tremendous power and that younger children will naturally look up to you. Always praise good behavior. Please alert staff immediately if you notice trouble. You can help campers by exemplifying good behavior and giving them reminders when needed.

What you can do to help campers with behavior:

1. Set the stage for good behavior by creating an atmosphere of respect.
2. Clearly explain the camp rules in terms of the values of respect and responsibility.
3. Be consistent and stick to your word.
4. Give reminders when needed or ask them if something is wrong
- 5. If a child does not respond to reminders or talking about what is wrong please see a counselor.**

Our approach with managing camper behavior will be the following:

1. First reminder.
2. If behavior continues, pull them aside (out of earshot from other children) and remind them that inappropriate behavior will bring consequences.
3. Sit away from the group.



4. Parents spoken to at pick up.
5. Call home.

What to Bring Everyday

Recommended Clothing:

You should arrive dressed for outdoor activities while wearing your CIT t-shirt. Also please remember to bring your name tag everyday. We will ask you to wear it at certain times. Clothing requirements may change somewhat from day to day based on the nature of the activity/weather so make sure to check with the staff about what activities are expected through the week. **Please bring a change of clothes and a towel everyday just in case of water activities.**

Water Bottle:

Please bring a reusable water bottle each day, labeled with your name.

Lunch:

Lunch is at 12 Noon every day. Bring a lunch each day with your name on it.

Microwaves & refrigerators are not available.

Snacks:

Snacks are not provided but you can bring your own healthy snacks. We will have snack time everyday. Please inform the Head Counselor immediately if there are any food allergies.

Sun Block/Bug Spray:

Many activities will take place outdoors. Please arrive already wearing sunscreen. We will reapply after lunch, so please pack sunscreen as well. Bug spray should also be packed as it can get very buggy on the property.

Gym Bag/Backpack:

A gym bag or backpack is recommended for belongings. Please label with your name.



Money/Items of Value:

It is best to leave all personal equipment such as handheld electronic games, sentimental, monetary, or items of personal value at home. If you choose to bring these items, Blithewold is not responsible for any loss or damage.

Daily Camp Schedule

<u>Time</u>	<u>Camp Schedule</u>	<u>CIT Schedule</u>
8:30-8:45	Campers begin to arrive at 8:45.	CITs will help with prep, look at the schedule, and learn their assigned groups for the day.
8:45-9:15	Camper drop off time. The campers will be working on the morning craft. Once they complete them they will pick a quiet activity to work on. “Drop Off”	CITs will sit in their assigned groups and wait for their group of campers to arrive. They will be demonstrating and helping with the morning craft.
9:15-9:30	The campers will begin to finish up their crafts and quiet activities. “Morning Craft”	CITs will help the campers find a quiet activity and begin to help clean up.
9:30-10:00	This is the official start to clean up. The campers will be getting ready to go outside. They will put on sunscreen and bug spray. They will also grab their snacks and use the bathroom. “Morning Routine”	CITs will make sure all of the campers in their group do each of the steps. One of the counselors will call one group at a time for each step. At this time you will also be able to complete each step.
10:00-11:00	Campers will be doing an activity. It could be the veggie garden, manor tour, art time or another outdoor activity. “Activity Block 1”	CITs will be participating in the activity with the campers. They can help give behavior reminders. You can support younger campers if needed.



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<p>11:00-12:00</p>	<p>The campers eat and have free time to do an activity of their choice. They begin to clean up around 11:45. “Lunch/ Free Play”</p>	<p>Lunch and free play. Once you finish eating, join the campers in a game.</p>
<p>12:00-1:00</p>	<p>The campers will do an indoor activity to cool down. They will listen to a story and do a craft to follow. “Indoor Activity”</p>	<p>This will be the time CITs will work on their end of the week activity. They will work closely with one counselor to plan and execute.</p>
<p>1:00-2:00</p>	<p>The campers will be participating in a game or outdoor activity. “Activity Block 2”</p>	<p>The CITs will participate in the activity with the campers.</p>
<p>2:00-2:30</p>	<p>Campers will have an afternoon snack. They will pack up their belongings and wait inside the camp room. “Snack and Pack up”</p>	<p>The CITs will be able to have a snack. They will help their group pack up their bags. Once the campers are packed up they will take their bag to gray mats.</p>
<p>2:30-2:45</p>	<p>The campers will share their favorite part of the day. “Campfire”</p>	<p>Campfire. The CITs will be participating in campfire with the campers. They can help by reminding and modeling expected behavior.</p>
<p>2:45-3:00</p>	<p>Campers get picked up. “Pick up”</p>	<p>The CITs can play with the campers while they are waiting for their parents to pick them up.</p>
<p>3:00-3:15</p>	<p>Campers are all picked up by 3:00.</p>	<p>The CITs will be reflecting on the day with the counselors.</p>