



2024 Counselor-in-Training Handbook

The Counselor-in-Training (CIT) program gives 14-18 year olds the opportunity to develop leadership skills in a sailing camp environment. CITs build teaching, teamwork, and youth development skills under the guidance of camp staff. The CIT program is a volunteer community service position that includes leadership training and for overnight CITs room and board.

Overnight CITs are ages 15-17. CITs arrive on Sunday afternoon and get picked up on Friday afternoon. Housing is not provided between camp sessions (Friday and Saturday night).

Day CITs are ages 14-16. CITs arrive at 8:30am and leave at 4:30pm, Monday – Friday.

Role & Responsibilities

- Counselors in Training (CITs) are, first and foremost, role models for campers. CITs participate in most camper activities, adhere to all camp guidelines, and model the Conrad Camp values of respect, kindness, helpfulness, and teamwork.
- CITs build leadership skills and train as junior sailing instructors. Each CIT will work with staff to prepare and deliver lessons to campers both on and off the water.
- CITs support staff members in camper supervision, activity preparation, basic equipment maintenance, and other routine camp duties.

Qualifications

- Willing to working with children
- Have small boat sailing experience
- Have strong teamwork skills
- Be a caring and enthusiastic role model for youth/peers ages 6-15

CIT Guidelines

- CITs are never to participate in any type of behavior management or camper discipline, beyond reminding campers to act and speak respectfully.
- Any CIT who becomes aware of a concerning situation regarding a camper or observes disrespectful behavior must notify a staff member.
- Staff members and CITs may not be alone with a camper. Another camper or staff member must always be present or within earshot.
- Camper contact is usually limited to high-fives. Camper-initiated hugs may be gently returned.
- Use of personal electronics is limited to off duty time.
- CITs may not “friend” or interact with staff or campers on social media.
- CITs may not post photos of campers on social media.
- Closed toed shoes must always be worn at camp.
- CITs should always model kind, helpful, and open-minded behavior while at camp.
- Conrad Camp values camper and staff diversity. Disrespectful language or actions are not tolerated.
- CITs are expected to ask questions about responsibilities that they find unclear.

Guidelines and responsibilities will be discussed in more detail during CIT training.

Camp Community Standards

- CITs are expected to meet high standards of character and responsibility.
- All campers, staff, and CITs participate in keeping our facilities “shipshape” and caring for our sailboat fleet.
- Even if attending camp with a close friend or family member, CITs are expected to engage with the entire camp community and model a friendly, respectful, and open-minded attitude toward everyone.
- Teamwork and kindness are fundamental to everything we do at camp.
- The Mystic Seaport Museum provides an inclusive environment where we embrace diversity. All staff and campers are accorded personal privacy and are treated in accordance with the gender they are expressing. Our most important focus is on ensuring that all campers have a safe, fun, and enriching experience while they are with us.

Please note that any staff member or CIT who exhibits behavior that is harmful to themselves or to others, including but not limited to bullying, theft, dishonesty, or disrespectful actions or language, or whose behavior persistently violates camp community standards, may be dismissed without warning. Camp administrators assume the right to determine when such an incident has occurred.

Any staff member, CIT, or camper found possessing or using alcohol, illegal drugs, or weapons will be dismissed from camp immediately.

Packing List for Overnight CITs

All gear (except sleeping bag and pillow) should be packed in a duffel bag. You will receive one camp shirt upon arrival. We recommend labeling your belongings.

Please pack all of the following:

Clothes for sailing*	Sunscreen**	Water bottle
Clothes for on land	Swimsuit (2)	Sunglasses
Sleeping bag and bottom sheet	Sweatshirt/jacket	Flashlight/headlamp
Pillow	Long pants	Closed-toe shoes for sailing
Pajamas	Rain jacket	Sneakers
Small backpack to use daily	Shower towel	Hat
Waterproof watch	Beach towel	Toiletries

Optional: lifejacket, stationary & stamps, journal, book, insect repellent, spending money, utility knife/sailor’s knife.

Please **do not** pack: food, gum, tobacco products (including vapes)

*Please note that staff and CITs must wear closed toe shoes, shorts, and t-shirts at all times.

**Please no aerosol products please.

Packing List for Day CITs

CITs will have a space to store all their belongings in the sailing center and may leave their lifejacket, rain jacket, spare clothes, etc. there for the week.

- Clothes for sailing - same requirements as above
- Full change of clothes
- Towel
- Lunch Sunscreen
- Sunglasses
- Refillable Water bottle
- Waterproof watch
- Hat
- Rain jacket
- Lifejacket – optional
- Sailor’s knife – optional

All CITs may not carry **cellphones** while on duty or in the presence of campers. Personal electronics may be used only while on break, after sign-out, or after campers have gone to bed.

If you need **medications** (including over-the-counter medications or vitamins) during camp, you will be provided with a space to keep them in the sailing center. If your medication is a “controlled” substance it will be put in the lockbox with the camper meds. Per state regulations medications cannot be kept in the same place where campers are sleeping or have access to; controlled substances must be double locked.

CITs must provide the camp director their **physical and immunization record** through Campdoc before attending camp. Please also notify us if you have any allergies or food restrictions (through campdocs).