

Deerhaven Retreat & Conference Center



2009

CIT Training

Manual

Welcome!!

As potential Counselors-in-Training (CIT's), most of you have had the experience of attending a camp, such as a Boy Scout camp, Girl Scout camp, family camp, or a church camp.



The following definition of camping comes from the American Camping Association:

*Camping is a sustained experience
Which provides a
creative,
recreational, and
educational
opportunity in group living in the out-of-doors.*

*It utilizes
trained leadership, and
the natural surroundings
to contribute to each camper's
mental,
physical,
social, and
spiritual growth.*

Each of you brings with you the experiences and memories of your own camping adventures. The following pages are designed to provide information about the roles and responsibilities of a CIT. This booklet will be a tool for you to use as you learn and grow. It is intended to be a guide as you strive to reach your full potential as a CIT.

Who is a CIT?

CIT's are just that: **counselors in training**. **THEY ARE NOT CAMPERS**. A CIT must have been out of the camp they will work for at least two years. For example, if Junior Camp allows youth entering 6th grade, then CIT's must be entering 9th grade or older, and, if Junior High Camp allows youth entering 9th grade, then CIT's must be entering 12th grade or older. The focus of a CIT's attention is on the campers and the needs of the campers. CIT's fully support the counselors, as a TEAM, in leading and working with the campers. CIT's are part of the camp staff. They are expected to share in all the work necessary to make the camp a success for the campers. Being a CIT is an earned privilege. The earned aspect is accomplished by completing a prescribed training activity. The privilege aspect comes from the recognition that being a CIT is a position of service and respect.

Role of the Counselor and CIT Team

Counselors and CIT's (the TEAM) have the most important responsibility in camp and perhaps the most lasting influence on the campers. The TEAM is with the campers during the day and night, sensitive to their needs and feelings. The TEAM is in the position to be open to campers' questions, to talk with them, to guide them through discussions and insights. The TEAM will bring appreciation and worship into the many activities of each day.

The counselor is a person who serves at a camp in a variety of roles – a teacher, a minister, a guide, and an organizer. The counselor's main concern, along with the CIT's, is the campers.

The counselor should:

Be a Christian example to the campers and be dedicated to helping each camper have a "fun" and safe experience at camp.

Be with the campers during the day's activities, except when teaching a class.

See that all campers and CIT's are awake and dressed properly on time.

Organize cleanup of cabin, letting campers and CIT's take the most responsibility in planning and doing.

Escort Junior campers to each activity.

Be aware of class schedule and attendance.

Organize mealtime chores and responsibilities.

Organize evening chores and shower schedules.

Initiate the cabin's discussion time and devotions.

Empower the CIT to participate in planning and leading cabin activities.

See that lights are out on time and that all is quiet.

Appreciate the campers, their interests and problems, and seeing their potential.

Use everyday opportunities to guide campers in Christian growth.

Be available to listen and help CIT's and campers problem solve as needed.

Role of the CIT

CIT's set an example of Christian attitude for the campers. A good CIT displays respect for God, the camp, the campers, other CIT's and staff members.

CIT's assist the counselors in organizing daily chores and activities of the camp.

CIT's set an example of responsibility to the campers.

CIT's are good listeners and refer campers to the counselor or a director when problem-solving is needed.

CIT's and all the staff recognize that the children at camp are a very precious gift of God. They are worthy of God's complete love, and are worthy of our love and care.

When you are doing the work of a counselor or a CIT, you are following in the footsteps of Christ. The scripture found in Isaiah 9:6 says,

"...and his name shall be called Wonderful, Counselor..."



CIT Code of Conduct

I will use appropriate language at camp. Swearing sets a bad example for the campers and is disrespectful to God.

I will treat other CIT's, Staff Assistants and adult staff with respect. I will respect each of them as a person of worth to God and to myself.

I will speak privately to my counselor, the pastor or the director(s) if I recognize a problem in the behavior of a camper or a staff member. I WILL NOT talk about it in front of any campers.

I recognize that campers and others may need special attention from time to time. But I will be aware and be careful not to hug or touch without permission. It is inappropriate to extend hugs beyond the point that they go past reassurance and comfort.

I recognize that some things that I might do at home are not appropriate for camp. I will behave properly in front of the campers. If there is any question, I will ask my counselor or director(s).

I will not bring any book, magazine, video, video game or anything else to camp that is not suitable for the campers to see. (Must be G or PG rated)

I will dress appropriately at all times. I understand that my clothing should be modest and not expose my body in a way that would embarrass campers or be suggestive.

I will stay with my campers and participate with them in all the activities that they are required to do. This includes being with the campers during pastor's class and at campfire whether the campfire is inside or outside.

I will be aware of and follow all the rules on camper and camp safety at all times. I know that part of my job is to protect my campers.

I understand that as a CIT, this camp is not about me, but it is about the campers. I will do all that is in my power to make the camp a rewarding experience for the campers.

When called on to do "extra" work that is necessary for the camp to run smoothly, I will say "yes" with a smile and a joyful heart. (If you feel like a gopher, you are doing a great job!)

If I find that there is a problem between myself and another CIT, staff member, or camper, I will seek help from the pastor or director(s) as quickly as possible. I will practice FORGIVENESS AND RECONCILIATION.

CIT Signature

Training Date

Camp Deerhaven Rules:

These are the rules that are common for Deerhaven youth camps. Other rules may not be listed here but will be discussed during training or orientation.

1. There will be NO ONE OUTSIDE OF THE CABIN after “lights out” for any reason. Anyone caught outside the cabin after “lights out” is subject to being sent home (applies to CIT’s and campers, at your parents’ expense).
2. No one should wander off into the woods without trained supervision. Be aware that there are bears, snakes and other wild animals that wander the campground because this is their home and we are just visitors.
3. When walking the grounds, use the Buddy Plus rule, also known as the Rule of Three: always take a buddy plus one more person. This could be 3 campers, a counselor and two campers, or a CIT, counselor and camper.
4. A Youth Worker Assistant (youth workers under 21) should never be alone with campers. A Counselor or CIT age 21 or older should always be present when CIT’s are with campers.
5. There will be no girls in the boys’ cabins and no boys in the girls’ cabins for any reason.
6. Unless the ban is lifted, there will be no swimming or canoeing or other activities around or in the lake.
7. No firearms or weapons of any kind are allowed. Drugs and smoking cigarettes are not permitted on the campgrounds. Fireworks, matches or lighters are not allowed on the grounds either.
8. Phones, I-Pods, computers or other electronic devices are allowed at camp for use only on your bunk at rest time with your counselor’s permission. When these devices are not in use they should be stored in your suitcase or other place out of sight. If you bring expensive electronics to camp, you do so at your own risk.
9. The golf cart is off limits except for the Directors, Nurse or Camp Pastors.
10. If you should drive your personal vehicle to camp, the vehicles will be parked after the first day and will not be moved until the last day of camp. Keys will be kept out of sight and in your personal luggage or they will be taken away
11. No kitchen cups are to be taken out of the main building. There will be paper cups available to take down to the cabin or other locations as needed.
12. Please see a Director, Pastor, or Nurse for further directions.

Characteristics of Age Group:

Junior

Junior persons are:

- Starting to participate in group activities
- Becoming increasingly independent
- Learning to care for their bodies
- Able to evaluate behavior and accept consequences
- Anxious to identify with older persons they admire
- Interested in playing organized games
- Able to understand and participate in personal relationships with God
- Beginning to understand that God loves all people; works through all persons

Junior persons need:

- Relationships with adults who will help them
- Time to talk over things
- Guidance when needed
- Associations with those of their own age
- Play opportunities for fun and for muscle development
- Opportunity to help with planning and carry out plans
- Some activities with boys alone, with girls alone, and with boys and girls together
- Opportunity to learn of science and nature
- Time to learn of Christian values
- Opportunity to respond to the needs of others
- To learn to work in a group

Junior High

Junior High persons are:

- Able to evaluate themselves and their behavior
- Interested in hobbies, particularly those that may relate to future vocations
- Able to express themselves satisfactorily
- Desiring increasing independence
- Able to evaluate values
- Able to recognize differences among cultures and other groups
- Increasing in ability to understand that God is the creator and sustainer of the universe
- Able to participate in prayer and worship
- Clumsy due to muscle development

Junior High persons need:

- Understanding, guidance and support
- Opportunities for self-discipline
- Help with realizing the worth of all persons
- Responsibilities they can handle successfully
- Guidance in evaluating behavior of peer persons
- Examples of Christian behavior
- Help in accepting and valuing physical changes common to the age
- Help in knowing the joys of becoming more aware of God and his work

Senior High

Senior High persons are:

- Able to think logically and independently
- Able to structure their lives quite independently
- Growing toward spiritual maturity
- Becoming increasingly able to relate to peers and older persons
- Able to handle responsible leadership roles
- Evaluating relationships with parents and other family members

Senior High persons need:

- Opportunity to be increasingly independent
- A greater voice in planning their own programs
- Help in understanding counsel in personal problems
- To sense the need for personal relationship with God through prayer, worship, and service
- Help in developing personal faith
- Guidance in and freedom to begin development of personal philosophy of life
- Personal experience with God

Worship Opportunities

Each camp has one or more staff members as dedicated Pastor(s) for the event. This person is charged with the responsibility of bringing needed spiritual ministry to the campers.

It is presumed that every staff person, including each CIT, is a leader who can serve as a religious minister as well. Since the TEAM spends a great deal of time with the campers, the spiritual growth of the camp is highly dependent on the TEAM and their relationship with campers.

There will be many opportunities for worship during a camp. It is the responsibility of the TEAM to prepare the campers for worship experiences. In most Deerhaven camping events, there are activities like the following:

Morning Devotions

The TEAM should encourage the campers to assemble quietly at the designated place, giving quiet attention to the ones assisting in the service. It may be a struggle at times, but it is important to be on time. Often cabin groups are assigned the responsibility of offering morning devotions. The TEAM needs to facilitate the preparation and execution of the morning devotions when their cabin is responsible.

Campfire

The campfire comes at a special time of the day. It is a time for fellowship – for fun songs and for serious songs of worship. It is a time for reflection on the experiences of the day. It is a time for prayer.

The TEAM should be sure that the campers are aware of campfire etiquette. The Junior campers will need more instruction with this than Junior High or Senior High campers. The campers may need to be reminded to participate enthusiastically, to be quiet when appropriate, to keep flashlights turned off unless needed, to stay seated in an upright position, and to give the campfire leader their full attention. This is accomplished most effectively by setting a good example. Sitting among the campers is the best way to demonstrate good campfire etiquette. This is another good time for CIT's to sit and bond with their cabin.



Cabin Devotions



Cabin devotions can take many different forms. Generally each cabin is responsible for planning and leading its own devotions. Sometimes the cabin groups that share the same building may want to join together for devotions.

Ideas and helps are usually available in the camp planning material. Check with the Director(s) on how to get a copy of this material. The TEAM will need to prepare in advance to be ready with the materials needed for devotions (such as scriptures, writing material, etc.). Often the CIT is asked to help plan and lead the cabin devotions. Some camps provide worship helps and the needed materials which relate to the theme. It would be helpful to find out before camp from the Camp Director(s) if such help will be provided.

The interest of the campers can be gained and held better if the form of worship is varied. The following are some suggestions that help the TEAM in planning and leading or supervising the cabin devotions.

1. Ask one or two campers to tell why they came to camp and what they hope to receive. This is most effective on the first night. After a moment of silent prayer, the leader could give the closing prayer.
2. Talk about the general camp theme and center the thoughts on the daily theme.
3. Ask the cabin group to pray silently around some suggested thoughts. Offer these thoughts one at a time allowing time in between. Close with a brief prayer.
4. Discuss the highpoints of the day. Ask the campers what they enjoyed most and why. Close with a prayer offered by a camper volunteer.
5. Find songs the campers know and start devotion time with singing. Close with a progressive prayer with the leader beginning and ending the prayer and each camper adding a thought in between.
6. Have a camper read a selected scripture and ask the cabin group to discuss it. Sing a related song and close with a circle prayer having each person offer a short prayer.
7. Ask the campers to prepare the evening devotions and accept their contribution. Be prepared to guide them in the preparation.
8. Create a worship center in cabin using natural resources, scripture and the imagination of the campers. One note – *please make sure no live animals or plants are harmed in the gathering of these objects. Leaves on the ground, fallen branches already off the tree, etc., are acceptable.*

These are just a few suggestions. Give adequate attention to this important part of camp life. To lead youth to Christ, we must know Him ourselves. Worship needs to be part of our preparation to lead those in our care to know God. Make sure that you are in touch with God. You will be a better TEAM member and your experience as a CIT will be more rewarding because of your efforts.

Closing Worship Service

The pastor of the camp is usually in charge of the worship service at the close of camp. This service is traditionally held either the last evening of the camp or the morning of the last day.

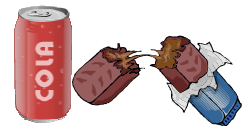


Program Activities

The Camp Director(s) of each of the Deerhaven summer camps - Junior, Junior High, and Senior High - along with their staff determine the program for each camp. A theme for the week is usually selected and followed for most of the activities. Sometimes daily themes are used as well.

The CIT must look to the Camp Director(s) for the rules and guidelines for each camp and recognize that there will be variations from camp to camp and from year to year. In most Deerhaven camping events, there are opportunities like the following:

Canteen



Canteen is handled differently at each camp level. Often the snack is provided in the early afternoon after rest period. But regardless of the way canteen is handled or the type of snack offered, the CIT may be asked to help. There are various jobs that may need to be done, such as setting up the canteen in the designated area, monitoring the process, and cleaning up the area.

Cabin Bonding

There will be time during the day to have discussions with the cabin group or the entire camp. In some camps the schedule is so structured that a specific time is scheduled for such discussions. At other camps, the TEAM should find time during the day to initiate cabin discussions.

These planned or unplanned discussions help the counselors acquaint themselves with the cabin group and with the situations the campers face in life. Encourage campers to be free and open in their discussion. The CIT can help listen and guide the campers in sharing and discussing issues. Always allow the campers to share at their comfort level, never pry nor demand participation they are not ready to give.

The TEAM should be alert to the events and experiences of the day – good and bad – that might be a starting point for sharing. Good ideas can come from these discussions, and should be shared with the Camp Director(s) for possible implementation.

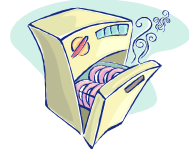
Be alert to sharing or discussion times and use them to assist the campers in their growth while also developing closer relationships.

K.P. (Kitchen Patrol)



K.P. can be an enjoyable part of camp life. At Junior Camp, the CIT must take an exceptionally active role in this activity since the campers are young and not allowed in the kitchen. At all camps, the CIT can help make this job more enjoyable for all. Sometimes singing makes the work go faster. Approaching the job with the right attitude helps everyone.

K.P. Cleanup Duties



Junior Camp

When your cabin is assigned K.P. cleanup, your cabin is to report to the front of the line for whichever meal you have been assigned. As soon as you are done eating, CIT's should report to the kitchen to wash dishes. Junior campers should collect the dirty trays and take them to the dish room window.

Junior High and Senior High Camp

When your cabin is assigned K.P. cleanup, a CIT and camper should report to the dish room fifteen minutes prior to the meal to scrub any dirty pots and pans.

Your cabin should then report to the front of the line for the meal you have been assigned. As soon as you are done eating, campers and CIT's should report to the dish room to begin washing dishes as the camp finishes eating. Campers and CIT's are responsible under the instruction of their counselor to wash and put away all dishes, wipe off all countertops, and sweep and/or mop the floor in the kitchen.

All Camps

The trash cans in the serving area and by the dish room window must be emptied after each meal.

The floor under the dining tables must be swept at least once a day, usually after lunch or dinner.

K.P. Serving Duties

For all camps, when your cabin has been assigned K.P. serving duties, servers are to report to the serving line fifteen minutes before the meal having washed hands fully first. Using one of the buckets usually found under the sink in the kitchen (this bucket should have water with a touch of bleach in it and a washrag), wipe down all dining tables. Place the salt and pepper shakers (be sure they are not empty), butter and any other condiments that the cook says is necessary on the dining tables. The cooks will let you know how many servers are needed. Any campers that are not being used can focus on the tasks after the meal. Servers eat after everyone has been served once.



After servers finish eating, they return to the kitchen to clean the serving line. Leftovers must be covered and put away in the refrigerator. The line must then be wiped clean and the floor swept and mopped all the way from the drink station area to the doorways to the kitchen. The trash can in the drink area should be emptied and taken out to the dumpster.

Cleaning instructions are posted in the kitchen area. Consult a cook or counselor with any questions.

These assignments are subject to change according to the age of the campers or the needs of the camp.

Lights Out



At “lights out” all campers should be in their bunk unless they have specific permission from their counselor to be elsewhere in the cabin building. Few things destroy camp morale faster than consistent loss of sleep. Deliberate after-hours disturbances should be limited to a couple of organized camp activities such as a serenade or end of the week party. Talking in the cabins should taper off quickly. Occasionally, it may be justified for a counselor to allow a worth-while discussion to run its course, but not if it seems to disturb other cabins or cost exhausted campers too much sleep.

Log

A camp log describing the week’s activities is prepared at each camp and distributed to the campers, usually at the end of each camp. The CIT may be asked to help write articles or to help the campers write them. CIT’s may be asked to help put the book together as well.

Rainy Day Activities

It is a given in Florida that sometime during the week of camp a rain storm will likely interrupt the flow of the scheduled program. Other activities will have to take place until the scheduled program can be resumed. Some suggested activities include:

- Take turns telling a story or personal experience
- Role play
- Learn a new song
- Write a letter
- Plan a skit for campfire
- Play volleyball in the pole building
- Write an article for the log
- Play charades
- Act out a parable
- Play a four square/ping pong/foosball/pool tournament

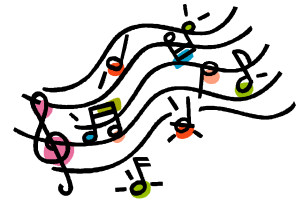


Come to camp prepared with a rainy day activity.

Rest Period

Every camp, no matter the age of the campers, should have approximately one hour set aside for rest, usually in the early afternoon. For most camps, the requirements are that all shoes be off and all persons on their beds, sleeping if possible, or resting quietly. Some camps also allow letter writing or reading in bed. A counselor may also allow music devices as long as earphones are used. Nothing should be done to disturb nearby campers or staff who may be sleeping.

Singing at Mealtime



The time when campers are finishing meals and waiting for the next activity is ideally filled with fun songs led by either CIT's or the Campfire Director. It is best to use fun songs and keep the tempo lively. This is also a great time to teach new songs to be sung later at campfire or another activity. Some suggestions include:

Daddy's Whiskers	Roller Coaster (not a song)
An Austrian Went Yodeling	Announcement Song
Little Cabin in the Woods	Fast Food Song
MILK	Wee Wee Song
Black Socks	Boa Constrictor

If you would like to lead songs and need suggestions, see the Campfire Director or someone with a Graceland Representative Song Book (such as the Camp Director or FMC office).

Staff Meetings

Regular staff meetings are necessary to keep a camp running smoothly. A brief meeting with all staff may be held daily or every other day for information and coordination. CIT's may be asked to be a part of the meeting or to supervise campers while the rest of the staff meets. These meetings may occur at any time of the day. During these meetings, CIT's are responsible for the flow of the camp. CIT meetings with the Director will also be held on a regular basis throughout the week so that the Director and CIT's can keep each other informed during the event.

Whether the meetings are together or separate, the Staff and CIT Meetings are the time and place to voice all problems, ask any questions, and offer any suggestions. Personal grievances or situations should be handled privately at a different time and place with a Director or Pastor.

At some camps, each cabin elects one member to the Camp Council. This elected representative would attend a portion of the Staff Meeting and offer input into the direction of the camp.

Work Projects

Some camps organize work projects for the benefit of the campgrounds. These projects provide an opportunity for relationship building and the development of a sense of ownership. The directors may select a project from a list provided by the Deerhaven Board. CIT's may be asked to help in the organization of these special projects.

Things to Bring to Camp

Alarm Clock
Bedding
Bible
Blanket for campfire
Bug repellent
Camera and batteries
Devotion ideas and materials
Envelopes
Flashlight with extra batteries
Hangers
Skit ideas
Sunscreen
Stamps
Tissues for campers' use in the cabin
Umbrella
Writing utensil and paper



Suggested Readings:

These books were used in the organization of this manual:

A Basic Handbook for Counselors by Dr. Joel W. Bloom and A. Cooper Ballentine, et. al.

Campfire Leadership and Other Outdoor Education Events by Larrene Burgess Hagaman

Camping From the Ground Up by Edna Easter – Chapters 8, 9, and 10

Counseling in the Camp Setting by Lavanda Colbert Booth

The Adventure of Worship in Camping by Robert M. Staley

CIT Application Checklist

The following items are required to serve as a CIT at a youth camp:

- CIT Training Class
- Signed Code of Conduct
- Essay – “Why I Want to Be a CIT” – one 8 ½ x 11 page, hand-written or typed
- Youth Worker clearance (for ages 15 and older)
- CIT Application
- Camp registration – pay half of registration fee