Welcome to our Counselor-In-Training (CIT) team at the South Mountain YMCA Branch of the Metropolitan YMCAs of the Oranges. We applaud your decision to learn how our regular camp staff enriches the lives of the children, families and communities we serve through our summer day camp programs. Your camp supervisor will be Camp Director Anjole King.

The following CIT training schedule has been planned to teach you all the tools you need to be a future successful camp staff member. You will find the schedule of training events attached here for your review. Attendance at our staff trainings are optional however, we strongly encourage you to attend every session. CIT’s who attend the most training sessions generally have the best experiences because they are more knowledgeable about policies, learn theory on how to manage and develop children and have the chance to get to know other CIT’s and staff members before camp starts. The one training course that you are required to take is the Child Abuse Prevention Class that is offered online. The directions for this training are on the next page. To protect our children, you must understand and follow all Child Abuse Prevention Procedures.

Once camp starts you will be assigned group of campers to work with each session and each group will have a minimum of 2 staff members who will lead you and mentor you. You will have a weekly training session with Nya, the CIT Coordinator. You will also be given two CIT camp shirts that you are expected to wear every day at camp which will identify you as a CIT to parents. We trust that you will find your affiliation with the South Mountain YMCA to be rewarding and personally satisfying. We look forward to having you as a member of the YMCA family. If you have any questions, please feel free to email me at the address above.

We are looking forward seeing you at camp this summer.

Sincerely,
Anjole King & Nya Noziere
Drama Camp Director & CIT Program Coordinator

_____ To be accepted as a CIT, I understand that I will need to attend Child Abuse Prevention online.

Print Name Please: ___________________________ SOMapY Camp CIT

Signed: X___________________________ Date: __________
Saturday, June 7th - 8:15-3:30PM

South Mountain Camp Staff Training Kick Off!

Location: Columbia High School Auditorium, 17 Parker Ave., Maplewood

8:15-8:30am     Sign in with camp directors
8:30-9:00am     Welcome- Eric Stoddard- Mission, Professionalism, Expectations
9:00-10:30am    - Project Adventure
10:30-10:45am   Break for all
10:45am-12:15pm 45 min- Safety and First Aid
                45 min- Directors meet with their own camp staff
                • Who are your Leaders this summer?
                • Job Description, Employment Requirements
                • Basic Camp Description- typical day/special field trip and entertainer days
                • June 14th Training Day expectations

12:15-1:00pm    Lunch (meal provided)

1:00-1:45pm    A Group- Policies/Procedures/Sensitive Issues
                B group- Transitional Games

2:00-2:45pm    A group- Transitional Games
                B group- Policies/Procedures/Sensitive Issues

3:00pm-3:30pm    Wrap Up- Everyone: June 14th Training Expectations

Tuesday, June 10th- 7:00-9:30pm    YKnots/Teen/Drama Camps
CAMP STAFF AQUATICS TRAINING

Location: JCC MetroWest
760 Northfield Ave, West Orange, NJ 07052
(Please park in the parking garage and come in through the sky bridge on Level 2. This is the main entrance. Announce to the front desk that you are there for YMCA swim training class)

******COME WEARING YOUR BATHING SUIT AND BRING A TOWEL.******

7:00-9:30PM - Dry and Wet Swim Lessons Training - All Drama Camp Staff

Trainer: Sussex County YMCA Aquatics staff
All camp staff will be in the pool for the majority of this training!

- Swim Testing of All Camp Counselors and Swim Instructors
- Camp Aquatic Safety and Rescue Procedures
- Basic Aquatic Survival Skills
- Recognizing Drowning Signs and Action Steps
- Swim Instruction Teaching
- Games to Build Water Confidence
- Procedures for Reporting aquatic Incidents & Accidents
- Safety for Various Swim Levels (colored bands - Yellow, Red, Blue)
- NO CHILD LEFT ALONE!
- Emergency Weather Procedures
- Emergency Drills (fire and evacuation)
- Site-specific Information
- Site Specific Staff Supervisory Roles, Responsibilities, and Procedures

Saturday, June 14 - 9:00AM-4:00PM

All Metro YMCA of the Oranges Day Camp Training

Location: Wayne YMCA     1 Pike Drive Wayne, NJ 07470
If you need transportation to and from this training site, the YMCA will be providing bus transportation. If you are taking the bus, you must be at the YMCA parking lot at 13 Jefferson Avenue by 8:00AM. The bus will leave promptly at 8:00am and will return to Maplewood around 5:00PM. If you are taking your own transportation or you miss the bus you must be at the Wayne YMCA by 9:00AM.

9:00-9:30AM - Welcome
9:30-9:45AM - Mission Impact Video
9:45-10:00 - Song Competition
10:00-11:30AM - Redwoods Insurance Safety Training
11:30AM-12:30PM - Lunch
12:30-1:30PM - Effective Leadership
1:30-2:30PM - Positive Behavior Management
2:30-4:00PM - Games

Thursday, June 26th  6:00-9:00pm CIT Orientation

The location for this training is the Civic House in the Middle of Memorial Park, at 124 Dunnell Road, Maplewood.

- YMCA Orientation
- Rules and procedures
- Code of code
- Your Role at camp
- General Expectation
- Dinner will be Served
CAMP MOVE-IN DAY

- 11:30am – 1:30pm
- 1:30pm -5:30PM

Drama Camp Site/Staff Orientation

Location: First Presbyterian & Trinity Church, 111 Irvington Ave, South Orange

Tour of Camp Site
General Camp Safety Regulations & Procedures:

- Basic Camp Procedures
  - Signing Campers In/Out
  - Morning/Afternoon Roundup
  - Lunch-time procedures
  - Bus loading unloading location and procedures
  - Bathroom locations and procedures
  - Shelter House procedures
  - Daily Activity Schedule
  - Club Time
  - Special Events procedures
  - Trash procedures
- Emergency Procedures (Emergency Evacuation of Camp: Explosion, Forest Fire, Severe Winds, Hurricanes, and Tornadoes)
- Emergency Drills (fire and evacuation)
- Risk Management Procedures: Identify Site, Activity, and Program Equipment Hazards
- Expected Location of Staff When on Duty Policy
- Supervising Campers when intermingled with the Public
  - Regulations & Practices
  - Procedures for Dealing with Possible Intruders
  - Walking in public places
  - Street Crossing
- Emergency Communication Plan & Procedures
- Campers Lost, Missing or Runaways
  - Prevention of Lost Camper
  - Search & Rescue Procedures
  - Lost Camper Search Drills
    - Bussing- General Policy & Procedures
- First Aid Station Location and Procedures
  - Lost and Found at Camp
- Transitional Time Procedures
- Playground Use policy
- Camper Health Histories
- Camper Personal Hygiene, Cleanliness and Hand-washing at Camp
- Staff Camper Monitoring and Supervision Responsibilities Specific to Activities, Areas, and Participants- NO CHILD LEFT ALONE
- What to Look or Listen for That Requires Action Procedures
- Intervention Techniques
- How and Where to Get Additional Help Procedures
- Staff Dress Code, Expected Behavior, No Smoking Policy
- Staff Personal Property Policy
- Work Hours/Schedules/Breaks/Calling Out Procedures
  - Staff and Camper Lunch Time Policy
- Time Sheet Procedures, Pay Periods & Pay Days
- Personnel Policy
- Incidents & Accidents
- Procedures for Reporting
- Accident/Ouch Reports (what is the difference?)
- Organizational Responsibility Chart- Who are your Supervisors?
• Miscellaneous items
  o Review of swim time expectations
  o Weekly Staff Meetings
• Parent Information Guide Review
  o Talking to Parents- Policies and Procedures

**Friday, June 27th – 5:30-6:30PM**

**Parent Meet and Greet- All Drama Camp Staff**

**5:00-5:30PM**

**COUNSELOR GROUP ASSIGNMENTS AND GROUP ROSTER HANDOUT**

- Junior and Senior Counselors Only
  o Counselor Group Assignments
  o Camper Group Roster handout
  o Camper Health History distribution and policy
  o Camper Welcome Calls format

**Saturday June 28- 11:00AM-12:00PM**

**BUS COUNSELOR TRAINING- BUS COUNSELORS ONLY**

Location: Y Admin. Bldg. - 13 Jefferson Ave., Maplewood, NJ 07040

**Monday, June 30- 8:15AM-3:30PM**

**FIRST DAY OF CAMP!**

All Drama Camp Staff Report to First Presbyterian & Trinity Church
111 Irvington Ave, South Orange NJ 07079

**Wed., July 30 - 7:00-9:00 (OPTIONAL ATTENDANCE)**

All South Mountain YMCA Mid-Camp HERO Rally

Location: YMCA Program Center-13 Jefferson Ave, Maplewood

All South Mountain YMCA Camps will attend a Camp Carnival Celebration hosted by the Teen Campers at their camp site during the day. We will be continuing this event by hosting an OPTIONAL ATTENDANCE evening celebration with all camp staff at the YMCA Facility.

**Friday, August 29- LAST DAY OF CAMP!**  No crying allowed!

We are sure by this time you will have made friends for a lifetime with your peers and our campers and their families. For the summer camp staff who have demonstrated that they are a reliable dedicated youth development worker, there are many opportunities to work at the South Mountain YMCA year-round in many capacities working with children. We have several FT and PT positions year-round and love to hire our trained and experienced camp staff for these positions. If you are interested in year-round employment, please contact Eric Stoddard, Senior Director at estoddard@metroymcas.org with your contact info, Camp Director’s name and what types of hours you might be looking for and he will do his best to pair you up with a department that can accommodate your request. We’ll see you next year!