



Dear Applicant:

Thank you for your interest in the Fairview Lake YMCA Camps' Counselor in Training Program. Enclosed you will find all of the forms and information necessary to begin your application process.

At Fairview Lake we place a great deal of importance upon this program because it trains young men and women to be leaders, and it is through this training that many future staff members are cultivated. It is with this in mind that we are always trying to improve the quality of our program. We feel that 2012 will be another great year for creating the future leaders of our camp and for providing our oldest campers with an opportunity for personal growth and achievement.

Please take the time to read through all of the enclosed information. It is crucial that you familiarize yourself with the program so that you have the proper expectations should you be accepted. Many problems can exist when participants arrive with an inaccurate conception of what types of activities they will be doing. We would like to avert these by making sure that you have a thorough understanding of just what is expected of our Counselor Trainees here at Fairview Lake. With this in mind, please do not hesitate to phone us at camp if you have any questions.

Again, thank you for your interest in the Counselor in Training Program. We very much look forward to receiving your application and hopefully having the opportunity to spend a great three weeks together during the summer!

Sincerely,

Bob Kahle
Executive Director

Enclosures

FAIRVIEW LAKE YMCA CAMPS

1035 Fairview Lake Road

Newton, NJ 07860

(973) 383-9282

COUNSELOR IN TRAINING PROGRAM

The Fairview Lake YMCA Camps' Counselor in Training Program is planned in accordance with the standards and requirements prescribed by the American Camp Association and the YMCA. Since you are interested in becoming a participant this summer, you and your parents should carefully read the following information before filling out the enclosed application form.

Our Counselor in Training program has been organized so that by the time a candidate enters the program he/she is at least 16 years of age and is entering the junior year (grade 11) of high school. The program is designed to provide our oldest campers with an opportunity to develop leadership and life skills and to broaden their understanding of what it means to take on a more responsible role in the camp setting.

***We are aware that often this program is viewed as a stepping stone between camper and staff member. While for many this may be the case, our program has been designed to provide a well-rounded experience that will benefit participants in all types of future endeavors.

COUNSELOR IN TRAINING PROGRAM OVERVIEW

1. All candidates must be at least 16 years of age and have completed their sophomore year of high school during the same calendar year that they are participating in the Counselor in Training Program.
2. Counselor Trainees will participate in a **three-week** program. *(If a participant successfully completes the three week program receiving an above-average evaluation, he/she may be invited to volunteer in a second three-week program of Advanced Counselor Training.)* Applications are reviewed on a first come, first served basis. All applicants will be notified if they have been accepted or not.
3. As part of the program, Counselor Trainees will participate in a variety of outdoor challenges, including a backpacking or canoe overnight. They shall learn important outdoor skills, build group unity and teamwork, enhance their appreciation for the outdoor environment, and of course, have fun.
4. Counselor trainees will live as a group. Participants do not live in any of the three main units at Fairview Lake YMCA--Minisink, Laurel Ridge, or Kittatinny. Rather, they will live in their own unit under the supervision of the Counselor in Training Directors - mature and experienced people who work closely with these campers to facilitate and coordinate their training with the rest of the camp.
5. In designing a program of counselor training, it is our objective to develop the following traits in each trainee:
 - A) A well rounded, sensitive, and mature young person
 - B) An understanding of people, particularly of children and self, through:
 - counseling and program experience
 - a group experience with one's peers
 - a self-appraisal and improvement program
 - group discussions related to adolescent concerns
 - group discussions and workshops with camp staff about leadership qualities
 - C) An understanding of the YMCA camping philosophy

- D) A concern for human beings, and an appreciation of diversity.
- E) Respect for our natural environment.
- F) The ability to have fun while learning and teaching.

SO, YOU WANT TO BE A COUNSELOR TRAINEE?

As part of your application process, you are asked to write an essay answering the question, “Why do you want to be a participant in the Fairview Lake Camp Counselor in Training Program?” This is probably the most important question you will answer as a part of the process to being accepted into the program.

Here are some things that you should consider:

Being a Counselor Trainee means you are neither a traditional camper nor a staff member. This can be a difficult situation no matter what kind of person you may be. If and when you were a camper, you were on the receiving end of camp (whether you realized it or not). The counselors, unit leaders, directors, and the remainder of the staff worked full time to construct a program and a living situation that helped you have a good camp experience. All of those wonderful things that seem to happen only at camp were done *for you*. As a participant in the Counselor in Training Program, you will have the opportunity and the responsibility to assist in making those things happen *for others*.

Keep in mind that part of learning how to provide a positive camping experience for others includes giving a lot of *extra* effort from you. We will ask this very often of every participant. At times it will *seem* that you have no time for yourself, but in the end we hope that you will see what it is that keep our wonderful staff members coming back year after year. There is nothing to compare with the tremendous feeling of knowing that *you* helped to contribute to that wonderful camp spirit. You are a part of what makes Fairview Lake YMCA Camps such a great place to spend a summer. You pass on all of the love and tradition that makes camp “magical.”

So, think about *why* you want to be involved in the Counselor in Training Program. If you are applying only because all of your camp friends are applying or because you can’t think of anything else to do during the summer, then this program is *not* for you. We expect commitment - a commitment that delivers many rewards but also demands you giving us your all. The camp staff and particularly the Counselor in Training Directors will be there to help you, but you owe it to yourself and to Camp to make this commitment in earnest!

THE PRACTICAL SIDE

While we strive to provide an excellent Camp Counselor in Training Program, we also recognize the reality that not everyone who participates in the program will qualify for a position on our staff the following summer. From the hundreds of applications we receive each and every year, we hire only the most qualified young men and women--a reason why so many parents entrust us with their children’s care and development. **We do not promise future employment simply because you complete the Camp Counselor in Training program.**

LIMITATIONS AND EXPECTATIONS

Below are some specific points that you should carefully review and discuss with your parent/guardian. We expect you to follow these guidelines if you become a participant in the program.

1. We expect that you will cooperate fully in maintaining cleanliness, order, and self-discipline within your living area.
2. Counselor Trainees will be under the immediate guidance of the CIT Directors and will at times be assigned to a cabin group or program area with campers. The Directors will provide guidance in a training program that will lead to a valuable learning experience.
3. CIT's will engage in many different activities. The purpose of this is to teach new skills and to provide you with knowledge of coaching methods/techniques.
4. When assigned to work with a cabin group or program area we expect that you will not only assist the staff and campers, but that you will also observe and take advantage of the opportunity to learn from the experience.
5. Chores, such as assisting with luggage detail, will be asked of you. Do them well and cheerfully. If you have *any* concerns, talk with your CIT Director, do not gripe to fellow CIT's, campers, or staff members.
6. CIT's may participate in an outdoor adventure trip for up to three days.
7. CIT's will participate in a series of workshops and discussions with more experienced staff members. These are designed to provide insight into the philosophy and methods of camp operations.
8. CIT's are still campers, but they will be allowed certain privileges which will be determined by the CIT Directors and the Camp Directors.
9. Counselor Trainees are expected to regulate their personal habits by the common sense rules of good health and positive role modeling. SMOKING IS NOT ALLOWED IN CAMP. The use of ALCOHOL, NON-PRESCRIPTION DRUGS, OR TOBACCO on or off of camp property is cause for IMMEDIATE EXPULSION FROM CAMP AND THE COUNSELOR IN TRAINING PROGRAM
10. CIT's are not permitted to have automobiles in camp.
11. Counselor Trainees may not have visitors during the course of the program with the exception of designated parent's days. Participants are permitted to use the pay phone only. The office will take messages in cases of emergency.
12. If a Counselor Trainee requires hospital care or special medical treatment, the expense will be the responsibility of the parent/guardian.
13. Trainees in the ETC track will not know what trip they are participating in until shortly before the third week. Please bring gear/clothing appropriate for hiking and canoeing.

HOW TO APPLY?

1. Fill out and sign the enclosed Information Record.
2. Compose an essay of at least 500 words that answers the question: “Why do you want to participate in the Camp Counselor in Training Program at Fairview Lake YMCA Camps?”
3. Have three adults who know you well (other than your relatives) each fill out and mail one of the enclosed reference forms to camp. *These should be mailed independently of your application and essay.*

Mail all items to Fairview Lake YMCA Camps.

Fairview Lake YMCA Camps
1035 Fairview Lake Road
Newton, NJ 07860
Ph: (973) 383-9282

FAIRVIEW LAKE YMCA CAMPS

INFORMATION RECORD FOR COUNSELOR IN TRAINING PROGRAM

Must be completed along with the enclosed regular SUMMER CAMP registration form.

_____ Traditional Camp _____ ETC Track _____ Ranch Track (please check one)

NAME _____ DATE _____

ADDRESS _____
(STREET) _____
(CITY) _____ (STATE) _____ (ZIP) _____

TELEPHONE (_____) _____ AGE AS OF JULY 1ST _____

PRESENT YEAR IN HIGH SCHOOL _____

HOW MANY SEASONS HAVE YOU ATTENDED SUMMER CAMPS? _____ WHERE? _____

LEADERSHIP POSITIONS YOU HAVE HELD _____

EXTRA-CURRICULAR
ACTIVITIES _____

HOBBIES _____

WHAT IS YOUR BEST QUALITY _____

WHAT WOULD YOU MOST LIKE TO CHANGE ABOUT YOURSELF? _____

I have read and understood the explanation of the Counselor in Training Program. I agree to observe all rules/limits established by the administration as best for the welfare of the entire camp, should I be accepted as a Counselor Trainee.

APPLICANT'S SIGNATURE

Print

DATE

My child and I are aware of the responsibilities and limitations of being a participant in the Counselor in Training Program. We also understand that completion of the program does not imply a promise of future employment. This applicant has my approval and consent.

PARENT/GUARDIAN SIGNATURE

Print

DATE

Fairview Lake YMCA

CIT Code of Ethics

Relationship with Camp and Community

- I will, in dealing with people, be impartial and just-always looking toward the good of others.
- I will maintain an attitude of respect and cooperation in dealing with campers & staff.
- I will cheerfully observe all rules of the camp, thereby encouraging others to do the same. My own standard of conduct will be higher than that expected by the camp.
- I will be honest at all times, especially in my dealings with others.
- I will not permit my participation in the CIT program to be used for selfish reasons of any kind.
- I will consider it my duty and privilege to help improve my camp and community.
- I will strive to do my best in all areas of the CIT program.

Responsibility to the CIT Program

- I will respect the privilege of being a member of the CIT program.
- I will perform my responsibilities efficiently through knowledge of program requirements and through contact with staff and directors.
- I will reflect the good influence of the YMCA and the CIT program through my own words and actions.
- I will always let my criticism of the program be constructive, not destructive.

Responsibility to Other Members

- I will avoid unfavorable criticism of other members of the CIT program and I will show respect when offering constructive criticism.
- I will always report to my director any matters that involve the best interests of the group.
- I will always show respect and appreciation to my fellow group members and staff.

Responsibility to Myself

- I will take pride in who I am and what I stand for in being a member of the CIT program.
- I will strive to maintain high standards in my thoughts, words, and actions.

Signature _____ Print _____ Date _____

Counselor Trainee Privileges, Rules, and Responsibilities

GENERAL

1. Respect yourself and others (this includes their property, privacy, and space)
2. Set a positive example
3. Be on time -- all of the time.
4. Maintain a positive attitude!
5. Take initiative.
6. Pay attention to safety.
7. Participate! Participate! Participate!
8. Honor the CIT Code of Ethics.
9. SMILE and have fun!

HABITS

1. There is absolutely NO SMOKING anytime or anywhere on camp property or on a camp sponsored event.
2. Possession, or use of drugs and alcohol are prohibited on camp property or outings.

TRADING POST

1. CIT's shall be able to visit the trading post during any of *their* free time.
2. Be considerate of other campers and their time at the Trading Post. (Campers go before CIT campers.)

FREE TIME

1. CIT free time and lights out will vary depending on the group schedule. These time periods will be clearly outlined by the CIT Directors on a regular basis.
2. CIT's should visit each other's living quarters *only* when a CIT Director or Assistant Director is present.
3. Other campers or counselors should *only* be in the CIT living quarters when a CIT Director is present.
4. CIT's enjoy the privilege of being able to use the pay phone *only* during their free time.
5. CIT's should only leave activities when dismissed by a CIT Director or assigned supervisor.
6. Meals are not free time. CIT's should remain in the dining hall and at their respective table/tables throughout the entire meal. CIT's should leave the dining hall *only* with a Director's permission.

DISCIPLINE

The Counselor in Training Directors and Summer Camp Director have the final say in all disciplinary matters that may result in the withdrawal of some /all of the above privileges or removal from the Counselor in Training Program.

Counselor Trainee Applicant Signature

Print Name

Date

Parent/Guardian Signature

Date

COUNSELOR IN TRAINING PROGRAM - REFERENCE FORM

Traditional Camp
 ETC Track
 Ranch Track (please check one)

_____ HAS APPLIED TO THE FAIRVIEW LAKE YMCA CAMPS' COUNSELOR IN TRAINING PROGRAM AND HAS GIVEN YOUR NAME AS A REFERENCE. THIS PROGRAM IS DESIGNED TO TRAIN YOUNG MEN AND WOMEN FOR LEADERSHIP ROLES WITH CHILDREN. WILL YOU PLEASE ASSIST US BY COMPLETING THE INFORMATION BELOW TO THE BEST OF YOUR ABILITY?

<i>Please place a check mark in the appropriate column.</i>	<u>BELOW AVERAGE</u>	<u>ABOVE AVERAGE</u>	<u>AVERAGE</u>	<u>NO CHANCE TO OBSERVE</u>
NEATNESS	_____	_____	_____	_____
POISE OR SELF-ASSURANCE	_____	_____	_____	_____
MATURITY	_____	_____	_____	_____
POSITIVE ATTITUDE	_____	_____	_____	_____
SENSE OF HUMOR	_____	_____	_____	_____
SENSE OF SERVICE	_____	_____	_____	_____
EMOTIONAL STABILITY	_____	_____	_____	_____
PUNCTUALITY	_____	_____	_____	_____
COMMUNICATION	_____	_____	_____	_____
INTERACTS WITH PEERS	_____	_____	_____	_____
RESPONSIBILITY	_____	_____	_____	_____
INITIATIVE	_____	_____	_____	_____
ENTHUSIASM	_____	_____	_____	_____
ACCEPTS CHANGE	_____	_____	_____	_____
HANDLES ADVERSITY	_____	_____	_____	_____
FOLLOWS THROUGH	_____	_____	_____	_____

Please answer the following questions to the best of your ability. Feel free to continue on the reverse side.

How long have you known the applicant, and what is your relationship to him/her?

What potential as a leader has this applicant displayed?

What are this applicant's greatest strengths?

In what area could this applicant benefit from some improvement?

SIGNATURE PRINT NAME TELEPHONE NUMBER DATE

Please mail to: Fairview Lake YMCA Camps
 1035 Fairview Lake Road
 Newton, NJ 07860

Thank you.

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