



CIT
Training
Manual
2026



Northfield Park District Job Description – Counselor in Training (CIT)

Things to Keep in Mind as a CIT

- CITs are expected to attend scheduled training every day they are signed up for camp.
- CITs will be evaluated at the end of their scheduled session and the end of the summer by their counselor and the camp directors.
- This evaluation is to provide feedback on (attendance, job knowledge, communication, Initiative and motivation, and following procedure and safety).
- CITs are an *extension* of the paid camp staff but are still technically campers. CITs share some of the responsibilities of the camp counselors, but most of the camp rules apply to them as well.

Function

- Under the direction of their counselors, camp directors, and the CIT Director, CITs are responsible for learning as much as they can about camp and campers while taking full advantage of opportunities to **grow as a leader**.
- CITs are always expected to give 100% by asking questions and following the rules and guidelines that are set forth by the camp staff.
- CITs will always provide leadership in various activities when asked and assist counselors with activities.

CIT Director/Program Structure

- CITs will meet with Dan Faust (CIT Director), to help answer their questions, and get their feedback as to how everything is going.
- Dan will work together to teach, guide, and facilitate each CIT in working with their counselors and campers.
- If CITs have any questions, concerns, schedule changes, etc. they should be directed to their assigned counselor. If their counselor cannot answer their question, the counselor will ask Dan.
- If there is a problem, or CIT feels they cannot bring up the issue with their counselor they can ask Dan questions directly.

Desired Skills, Interests, and Experience

- Must be entering grades 6th-10th in the fall.
- A positive attitude; be creative and imaginative.
- An interest in working with children.
- Ability to be flexible as things change daily and being able to adapt to the changes (Weather, grouping, games, behavior, etc.)
- The ability to establish and maintain effective working relationships with campers, their parents, and camp staff.
- Ability to lead campers in activities, games, crafts, and other projects.
- Enjoy working with people, are responsible, and able to follow directions and rules.

Time Commitment

- CITs are expected to commit Monday through Friday from 8:15am to 12:00pm for half-day and 8:15am-3pm for full-day.
- CITs are expected to arrive on time at 8:15am on scheduled meeting training days.
- CITs will be placed with Giggle Gang, Trailblazers, or Sports Camp.
 - CITs will be assigned to groups based on the enrollment numbers of the camps and might change camps in the afternoon based on numbers.
- Camp runs from June 8th to August 7th (9 weeks)
 - CIT Session 1: June 8th – July 10th
 - CIT Session 2: July 13th – August 7th



Trainings

- CIT educational sessions will be held according to the calendar at the end of this manual.
- **This year there will be one mandatory training prior to the start of camp on Thursday May 21st from 5 to 6:30pm at the Northfield Community Center, 401 Wagner Road.**
 - If your CIT cannot attend this training, please email Dan Faust, dfaust@nfparks.org

What Does a CIT Do?

Daily Responsibilities

- Report to camp on time and uphold all camp rules.
- Put **safety first**, every day.
- Attend all CIT meetings and training.
- Ask questions about things that you do not understand – the camp staff are happy to help!
- Assist with drop-off and pick-up.
 - CITs are responsible for helping campers get in and out of cars during drop-off and pick-up.
- Assist counselors on day-to-day program operations including:
 - Help set up equipment, activities, and crafts.
 - Assist counselors with the leading of group activities and supervision of campers.
 - Assist in keeping all craft supplies and athletic equipment neat.
- Safely accompany campers to the bathroom, as needed.
 - CITs can only take up to 2 campers to the bathroom at a time.
- Help keep campers with their groups.
- **Have fun!**

Working with Counselors

- Follow instructions of the directors and counselors
 - CITs are not responsible for discipline or managing a camp group by themselves.
- Be a role model of respect and participation when working with the campers
 - Remember you are not on the same “level” as campers.
- Alert counselors and/or a camp director if a problem occurs.
- Based on the needs of our camp programs, CITs may be asked to switch groups throughout the summer and should plan to be as flexible as possible.

Job Responsibilities

- CITs will contribute to each child’s physical, intellectual, personal, emotional, and social development. Factors contributing to this are:
 - Emotional maturity when working with children.
 - Flexibility, understanding, and patience.
 - Good personal hygiene.
 - Use of positive guidance techniques.



Supervision

- It is extremely important to remember the following when supervising children:
 - Always greet children upon their arrival.
 - **NEVER** leave the children alone.
 - Ensure all children are always within sight and sound distance.
 - When taking children to the bathroom, wait outside the door and be available for immediate intervention should it be needed.
 - If a child is not out in five (5) minutes, ask a staff member to check on them.
 - **All CITs should always know how many campers are in their group that day and be able to help their counselor with headcounts.**

Working with Children

- It is extremely important to remember the following when working with children:
 - Learn your campers' first names as soon as you can.
 - Lead by example.
 - Do not make promises you cannot keep.
 - Do not talk down to any of your campers.
 - Use positive reinforcement as often as you can.
 - Be friendly with the campers, but not "one of the gang".
 - Never use degrading language or physical force with the campers.
 - Behavior problems should be reported to your counselor.

***Counselors and CITs should participate in games, but remember that the game is for the kids, not you. Do not get too competitive or carried away with showing off. ***

CIT Policies and Procedures

Attendance

- You are expected to be at camp every day that you signed up for.
- If you are unable to come to camp, please email Dan Faust dfaust@nfparks.org

Dress Code

- CIT Shirt
 - No alterations
- Gym Shoes Only * *You may wear pool friendly shoes on pool days**

Language

- Profanity and inappropriate stories are **NOT** acceptable and are cause for dismissal from the program.

Cell Phone Usage

- Cell phones are not to be used during camp, under normal circumstances.
 - If you are found to be using your cell phone during camp, it will affect your evaluation.
 - If you are found to be using it more than once, your cell phone will be confiscated and held by the camp staff during camp hours.

Camp Calendars

- Each CIT will be responsible to prepare for their day according to the activities listed on their assigned camp's calendar and the CIT training calendar at the end of this manual.
 - Camp calendars are posted on our website at northfieldparks.org. Programs and Events -> Summer Camps -> Camp Calendars->. Please note that all camp calendars are subject to change.



Outdoor Rules

- Always survey the outside area for potentially dangerous hazards.
- Inform a counselor or director immediately if you notice a stranger hanging around that looks suspicious.
- Always make sure that all children are in sight, use your headcounts!

Northfield Park District Personnel Policies

Although CITs are not paid PD staff, they need to be aware of the following policies. If any instances or infractions occur, CITs should inform a counselor, a director, or full-time Park District staff and not deal with them alone.

First Aid Emergencies

- If a child becomes injured, notify a counselor with proper first aid training immediately and follow these directions:
 - Remain Calm.
 - Follow directions given by the Park District staff.
 - In an emergency, first aid situation CITs should do their best to remove and distract the rest of their groups from the situation. Let your counselor and/or director handle the needed first aid care.

*****DO NOT attempt to move a child if you think that they have suffered a head, neck, or back injury or if you think that they have broken a bone. *****

Missing Child Procedure

- Contact a counselor immediately and follow their lead.
- NEVER send another child from the group to search for the missing child, acquire help from another adult.

Alcohol/Drug Use (Alcohol and Drug Free Workplace Policy)

- The CIT Director must be informed if a CIT is required to take medication during working hours.
 - Written medical evidence stating that the medication will not adversely affect the CIT's decision-making or physical ability may be required.
- The CIT must notify the CIT Director of any permanent or temporary impairment that may reduce the CIT's ability to perform in a safe manner.

Abuse and Neglect

- As a supervisor of children, if you feel that a child is showing symptoms of abuse or neglect, contact Vicki immediately with your concern.

Sexual Harassment

- The Northfield Park District will not tolerate sexual harassment of or by any of its employees or participants.
- Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature.
- Foul language or sexually oriented jokes, remarks, or gestures are often offensive to employees and participants and thus shall not occur.
- If any CIT ever feels they have been sexually harassed by a Park District employee shall report any such complaint or matter to Dan, Vicki, Bobby, Shelby or Abby. If any of those directors are not available or the CIT for any reason does not feel comfortable going to them, the Executive Director or any full-time Park District employee can be contacted.