



CAMP CAVELL CONSERVANCY COUNSELOR-IN-TRAINING (CIT)

Hi there!

Thank you for your interest in our Counselor-In-Training program! This packet includes general information and application for the CIT program. If you would like more information, don't hesitate to call us at (810) 359-2267 or email us at office@campcavell.org

GENERAL INFORMATION

The purpose of our CIT program is to provide older youth an opportunity to gain valuable leadership skills and experience. The camp setting provides a unique medium for this type of training including an informal setting, the appeal of camp living, camp activities, and the opportunity to practice leadership under the guidance of experienced staff.

The objectives of the program are for the participants to increase their skills in order to:

1. Understand their own personality and potential.
2. Gain from meaningful experiences both as a member of the group and group leader.
3. Better appreciate and accept cultural similarities and differences.
4. Help others realize and achieve their potential.
5. Carry out various leadership roles under the guidance of experienced staff.
6. Better enjoy and appreciate the out-of-doors.

Each LIT, CIT & EIT Participant must attend one training week for the designated fee (see camp schedule) and then, depending on their final evaluation, may be invited back for one week as a volunteer (no fee). Female participants cannot volunteer during the boys' week. Acceptance is based on space availability.

CITs will need two references to apply. They should not be related to you. References from counselors, teachers, community & church leaders, or people you have helped or volunteered for would be great references. Please have your references fill in the attached forms and send them to Camp Cavell via mail, email or fax. Your application will not be complete until they are received.

CITs, please put your session preferences on the application and include alternative dates. We will let you know if you have been accepted shortly after the interview is completed and both references have been received. You are welcome to call or email if you do not hear from us in this time.

CITs are considered campers, so all rules applicable to campers will apply to them as well. If CITs drive to camp, they will only be allowed to use their vehicle before and after the program.



CAMP CAVELL CONSERVANCY POSITION DESCRIPTION

COUNSELOR-IN-TRAINING (CIT)

RESPONSIBLE TO: CIT DIRECTOR

QUALITIES NEEDED:

- 1) Entering 10th to 12th grade
- 2) A genuine liking of children and camp life
- 3) Interest in improving their leadership skills and abilities
- 4) Some background and experience in working with youth and camping skills
- 5) Emotional maturity, integrity and high moral character
- 6) Display of patience in working with and for others

RESPONSIBILITIES:

- 1) Participate in the training program under the supervision of the CIT Director
- 2) Train and help others, under staff supervision, in the various specialty activities such as technical tree climbing, horses and waterfront
- 3) Help lead "Day" and "Evening" activities, under the supervision of staff
- 4) Assist kitchen staff or other departments as needed and approved by the Camp Director
- 5) Perform any other assigned duties that do not deviate from the nature of the position



COUNSELOR-IN-TRAINING APPLICATION

Camp Cavell Conservancy
 3335 Lakeshore Rd.
 Lexington, MI 48450
 (810) 359-2267
 Fax: (810) 359-2430
 office@campcavell.org

Date _____

Name _____

Where did you learn about this program?

Address (present) _____

Phone _____

Do you know anyone who has been to Camp Cavell? If so, who?

E-mail _____

Dates you would like to attend:

Grade in fall? _____

Training Week: _____ Second Choice: _____

Volunteer Week: _____ Second Choice: _____

EDUCATION	CITY	BEST SUBJECTS	DATES
Elem. School			
Middle School			
High School			
Training Programs			
Other			

WORK EXPERIENCE - Any type of small job or work you have done

COMPANY or PERSON	CITY	POSITION/RESPONSIBILITY	DATES

CAMPING EXPERIENCE - Any kind

CAMP NAME	CITY & STATE	DATES	SPECIAL THINGS YOU DID

SKILL AREAS Identify your skill level with a 1, 2 or 3: 1 = YOU CAN TEACH, 2 = ASSIST IN, 3 = LIKE TO LEARN				
SPORTS <input type="checkbox"/> Archery <input type="checkbox"/> Badminton <input type="checkbox"/> Basketball <input type="checkbox"/> Fishing <input type="checkbox"/> New Games <input type="checkbox"/> Horse Riding <input type="checkbox"/> Tennis <input type="checkbox"/> Volleyball DANCING <input type="checkbox"/> Modern <input type="checkbox"/> Folk <input type="checkbox"/> Lyrical <input type="checkbox"/> Ballet <input type="checkbox"/> Jazz	ARTS & CRAFTS <input type="checkbox"/> Baskets <input type="checkbox"/> Native Crafts <input type="checkbox"/> Nature Crafts <input type="checkbox"/> Painting <input type="checkbox"/> Sketching <input type="checkbox"/> Silk Screen <input type="checkbox"/> Printing <input type="checkbox"/> Woodcraft <input type="checkbox"/> Other (List) _____ _____ _____	NATURE <input type="checkbox"/> Eco Activities <input type="checkbox"/> Weather <input type="checkbox"/> Environmental Studies <input type="checkbox"/> Forestry <input type="checkbox"/> Edible Plants <input type="checkbox"/> Farming <input type="checkbox"/> Animal Care PROGRAM <input type="checkbox"/> Campfire <input type="checkbox"/> Large Group <input type="checkbox"/> All Camp <input type="checkbox"/> Song Leading <input type="checkbox"/> Writing <input type="checkbox"/> Instrument	DRAMATICS <input type="checkbox"/> Directing <input type="checkbox"/> Skits <input type="checkbox"/> Mime <input type="checkbox"/> Clowning <input type="checkbox"/> Juggling <input type="checkbox"/> Story Telling <input type="checkbox"/> Comedy CAMP SKILLS <input type="checkbox"/> Orienteering <input type="checkbox"/> Outdoor Cooking <input type="checkbox"/> Camping <input type="checkbox"/> Backpacking <input type="checkbox"/> Knots & Lashing <input type="checkbox"/> Fire Building <input type="checkbox"/> Tracking	WATERFRONT <input type="checkbox"/> Swimming <input type="checkbox"/> Canoeing <input type="checkbox"/> Snorkeling <input type="checkbox"/> Water Games MISCELLANEOUS <input type="checkbox"/> Foreign Language <input type="checkbox"/> American Sign Language Other _____ Other _____ Other _____

PLEASE ANSWER THE FOLLOWING QUESTIONS:

List your top five traits that would qualify you for this program. (Example: hard worker, enthusiastic, good listener, etc.)

1 _____, 2 _____, 3 _____
 4 _____, 5 _____

List leadership experience, accomplishments, awards etc.

What are some problems you would expect to face dealing with children?

How could you contribute to a successful camp this summer?

What do you hope to gain from being a CIT?

CERTIFICATIONS Check any classes or certifications you have had both **past** and **present**

Horseback Riding	<input type="checkbox"/> Current	<input type="checkbox"/> Past
Lifeguard	<input type="checkbox"/> Current	<input type="checkbox"/> Past
First Aid	<input type="checkbox"/> Current	<input type="checkbox"/> Past
Baby Sitting	<input type="checkbox"/> Current	<input type="checkbox"/> Past
Peer Mediation	<input type="checkbox"/> Current	<input type="checkbox"/> Past
Leadership Training	<input type="checkbox"/> Current	<input type="checkbox"/> Past
Other: _____	<input type="checkbox"/> Current	<input type="checkbox"/> Past
Other: _____	<input type="checkbox"/> Current	<input type="checkbox"/> Past

REFERENCES

Please include two references from people who would recommend you for this program. The best references are from people who are respected in your community such as a teacher, police officer, minister, etc. Another good reference would be someone for whom you have worked or volunteered. Please do not use people who are relatives.



Confidential Reference form



Dear _____,
(person writing reference)

_____ has applied for the position of

_____ at Camp Cavell. Working at a camp can be a great experience if the applicant is right for the job. It can also have hard days, and stressful times. We are looking for enthusiastic, mature staff who are self-motivated and positive role models for the children we serve.

Please place an x for each subject according to your evaluation of the candidate.
This form will be kept confidential.

CHARACTERISTIC	GREAT	GOOD	AVG.	IMPROVE
Dependable				
Judgment				
Leadership				
Organizational skills				
Adaptability				
Enthusiasm				
Character (morals, reputation)				
Punctuality				
Stability under stress				
Personal appearance				
Ability to work with others				
Reliability				
Accepts supervision				

How long have you known the applicant? _____

In what capacity? _____

What age group would he/she work best with? _____

Is there any age he/she would be better not working with?

What characteristic(s) on this list could we help the applicant improve? _____

If you have/had children, would you feel comfortable leaving them in the candidate's care? _____

How would the candidate work with people with disabilities? _____

How would the candidate work with people of different ethnic or social backgrounds? _____

Do you recommend we hire the candidate for the position:

- as stated with less responsibility with greater responsibility

Is there any reason we should not hire this person? _____ If so, what? _____

If you are a past employer, please complete:
 Dates of employment: _____
 Nature of work: _____
 Why applicant left: _____
 Would you reemploy? _____

Signature: _____

Date: _____

Phone: _____

Please put comments on back

COMMENTS:

Signature: _____

Date: _____

Please fill out, sign, seal and send to Camp Cavell. Thank You!

----- FOLD HERE -----



Camp Cavell is perfect for your family, group, or organization's next outing or retreat!

CAMP CAVELL IS A BEAUTIFUL FACILITY located on 1,800 feet of Lake Huron shoreline. It's rustic lodge, built in 1927, overlooks a sandy beach. We have comfortable heated cabins on 55 acres with a variety of woods, streams and meadows. We can accommodate up to 250 people and work with people from diverse ethnic, social and economic backgrounds.

THERE IS SOMETHING FOR EVERYONE at Camp Cavell. English Riding, Hayrides, Archery, Petting Farm, Music, Kayaking, Technical Tree Climbing and more. **OUR SUMMER CAMP FOR KIDS** includes one-week sessions with programs in Horseback Riding, Dance, Outdoor Adventure, Leader and Counselor in Training, Animals, Fishing, and a Bit of Everything. **OUR DAY CAMP PROGRAM** is offered daily all summer and includes lunch, snack and exciting activities. **WE ALSO SERVE COMMUNITY GROUPS** including clubs, organizations, schools and more.

LOCATED JUST twenty-five miles north of Port Huron, Michigan, on Lake Huron and 4.5 miles north of Lexington, Michigan.

Camp Office: (810) 359-2267 FAX: (810) 359-2430 Email: office@campcavell.org

Check Out Our Website: www.campcavell.org

----- FOLD HERE -----

Name: _____

Address: _____

Place
STAMP
Here

CONFIDENTIAL REFERENCE REQUEST



Camp Cavell Conservancy

3335 Lakeshore Rd.

Lexington, MI 48450



Confidential Reference form



Dear _____,
(person writing reference)

_____ has applied for the position of

_____ at Camp Cavell. Working at a camp can be a great experience if the applicant is right for the job. It can also have hard days, and stressful times. We are looking for enthusiastic, mature staff who are self-motivated and positive role models for the children we serve.

Please place an x for each subject according to your evaluation of the candidate.
This form will be kept confidential.

CHARACTERISTIC	GREAT	GOOD	AVG.	IMPROVE
Dependable				
Judgment				
Leadership				
Organizational skills				
Adaptability				
Enthusiasm				
Character (morals, reputation)				
Punctuality				
Stability under stress				
Personal appearance				
Ability to work with others				
Reliability				
Accepts supervision				

How long have you known the applicant? _____

In what capacity? _____

What age group would he/she work best with? _____

Is there any age he/she would be better not working with?

What characteristic(s) on this list could we help the applicant improve? _____

If you have/had children, would you feel comfortable leaving them in the candidate's care? _____

How would the candidate work with people with disabilities? _____

How would the candidate work with people of different ethnic or social backgrounds? _____

Do you recommend we hire the candidate for the position:

- as stated with less responsibility with greater responsibility

Is there any reason we should not hire this person? _____ If so, what? _____

Signature: _____

Date: _____

Phone: _____

Please put comments on back

If you are a past employer, please complete:
 Dates of employment: _____
 Nature of work: _____
 Why applicant left: _____
 Would you reemploy? _____

COMMENTS:

Signature: _____

Date: _____

Please fill out, sign, seal and send to Camp Cavell. Thank You!

----- FOLD HERE -----



Camp Cavell is perfect for your family, group, or organization's next outing or retreat!

CAMP CAVELL IS A BEAUTIFUL FACILITY located on 1,800 feet of Lake Huron shoreline. It's rustic lodge, built in 1927, overlooks a sandy beach. We have comfortable heated cabins on 55 acres with a variety of woods, streams and meadows. We can accommodate up to 250 people and work with people from diverse ethnic, social and economic backgrounds.

THERE IS SOMETHING FOR EVERYONE at Camp Cavell. English Riding, Hayrides, Archery, Petting Farm, Music, Kayaking, Technical Tree Climbing and more. **OUR SUMMER CAMP FOR KIDS** includes one-week sessions with programs in Horseback Riding, Dance, Outdoor Adventure, Leader and Counselor in Training, Animals, Fishing, and a Bit of Everything. **OUR DAY CAMP PROGRAM** is offered daily all summer and includes lunch, snack and exciting activities. **WE ALSO SERVE COMMUNITY GROUPS** including clubs, organizations, schools and more.

LOCATED JUST twenty-five miles north of Port Huron, Michigan, on Lake Huron and 4.5 miles north of Lexington, Michigan.

Camp Office: (810) 359-2267 FAX: (810) 359-2430 Email: office@campcavell.org

Check Out Our Website: www.campcavell.org

----- FOLD HERE -----

Name: _____

Address: _____

Place
STAMP
Here

CONFIDENTIAL REFERENCE REQUEST



Camp Cavell Conservancy

3335 Lakeshore Rd.

Lexington, MI 48450



Confidential Reference form



Dear _____,
(person writing reference)

_____ has applied for the position of

_____ at Camp Cavell. Working at a camp can be a great experience if the applicant is right for the job. It can also have hard days, and stressful times. We are looking for enthusiastic, mature staff who are self-motivated and positive role models for the children we serve.

Please place an x for each subject according to your evaluation of the candidate.

This form will be kept confidential.

CHARACTERISTIC	GREAT	GOOD	AVG.	IMPROVE
Dependable				
Judgment				
Leadership				
Organizational skills				
Adaptability				
Enthusiasm				
Character (morals, reputation)				
Punctuality				
Stability under stress				
Personal appearance				
Ability to work with others				
Reliability				
Accepts supervision				

How long have you known the applicant? _____

In what capacity? _____

What age group would he/she work best with? _____

Is there any age he/she would be better not working with?

What characteristic(s) on this list could we help the applicant improve? _____

If you have/had children, would you feel comfortable leaving them in the candidate's care? _____

How would the candidate work with people with disabilities? _____

How would the candidate work with people of different ethnic or social backgrounds? _____

Do you recommend we hire the candidate for the position:

as stated with less responsibility with greater responsibility

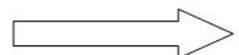
Is there any reason we should not hire this person? _____ If so, what? _____

Signature: _____

Date: _____

Phone: _____

Please put comments on back



If you are a past employer, please complete:
 Dates of employment: _____
 Nature of work: _____
 Why applicant left: _____
 Would you reemploy? _____

COMMENTS:

Signature: _____

Date: _____

Please fill out, sign, seal and send to Camp Cavell. Thank You!

----- FOLD HERE -----



Camp Cavell is perfect for your family, group, or organization's next outing or retreat!

CAMP CAVELL IS A BEAUTIFUL FACILITY located on 1,800 feet of Lake Huron shoreline. It's rustic lodge, built in 1927, overlooks a sandy beach. We have comfortable heated cabins on 55 acres with a variety of woods, streams and meadows. We can accommodate up to 250 people and work with people from diverse ethnic, social and economic backgrounds.

THERE IS SOMETHING FOR EVERYONE at Camp Cavell. English Riding, Hayrides, Archery, Petting Farm, Music, Kayaking, Technical Tree Climbing and more. **OUR SUMMER CAMP FOR KIDS** includes one-week sessions with programs in Horseback Riding, Dance, Outdoor Adventure, Leader and Counselor in Training, Animals, Fishing, and a Bit of Everything. **OUR DAY CAMP PROGRAM** is offered daily all summer and includes lunch, snack and exciting activities. **WE ALSO SERVE COMMUNITY GROUPS** including clubs, organizations, schools and more.

LOCATED JUST twenty-five miles north of Port Huron, Michigan, on Lake Huron and 4.5 miles north of Lexington, Michigan.

Camp Office: (810) 359-2267 FAX: (810) 359-2430 Email: office@campcavell.org

Check Out Our Website: www.campcavell.org

----- FOLD HERE -----

Name: _____

Address: _____

Place
STAMP
Here

CONFIDENTIAL REFERENCE REQUEST



Camp Cavell Conservancy

3335 Lakeshore Rd.

Lexington, MI 48450