

# **American Heritage Day Camp Counselor In Training (CIT) Job Description**

## **Minimum Qualifications**

1. Minimum age of 14 and entering 9<sup>th</sup> grade in the fall.
2. Desire and ability to work with children and adults in camp setting.
3. Ability to relate to one's peer group.
4. Good character, integrity, and adaptability.

## **Responsible To**

Senior Counselor / Unit Director / Executive Director

## **General Responsibilities**

1. To assist in supervising campers.
2. To carry out camp program.

## **Specific Responsibilities**

1. Walk campers to cabins during AM arrival.
2. Walk and supervise campers on non-scheduled bathroom and water breaks.
3. Assist in teaching campers activities **and participate with them**.
4. Encourage respect for personal property, camp property and facilities.
5. Set a good example for campers in all areas.
6. Carry out established roles in enforcing camp safety regulations.
7. Carry established roles for supervising campers.
8. Learn the likes / dislikes of campers.
9. Check extended Day Care Campers into Extended Day Care Room in PM.
10. Assist and execute directions from Senior and Junior Counselors and / or Unit Directors.

## **Compensation**

1. **CIT positions are NON-SALARIED**
2. Uniforms provided- 3 Staff Shirts; 3 Shorts; 1 Cap; & Name Badge
3. Lunch provided daily
4. Afternoon Bus Transportation (if necessary)
5. We will sign-off on Service Hours – check with your High School's Guidance Department to verify eligibility of our Service Hours as we are a "For-Profit Organization".

## **Hours / Schedule**

1. ***The American Heritage Day Camp Program is for a total of NINE (9) WEEKS!***  
This position is contracted for the FULL NINE WEEK Program.
2. **7:45 AM to 4:15 PM (Monday through Friday).**
3. Mandatory Pre-camp Training & Orientation (approximately 18 hours) – training days are typically scheduled on Saturday mornings and Orientation Day is **ALL DAY** the Saturday prior to the 1<sup>st</sup> day of Camp.
4. Staff Meetings.

## **Hiring Process**

1. All applications are reviewed by the Camp Director.
2. Personal references are checked by mail and by telephone.
3. Based on the application review, qualified applicants are notified by mail for a personal interview.
4. Employment Contracts are offered on the basis of qualification.
5. Criminal background checks are required on **ALL STAFF**.

Being a Camp Counselor is one of the most enjoyable positions available to a young person, but it is also **HARD WORK**. It involves dealing with children and your peers on a continuous basis. It calls for both physical and emotional stamina and is very demanding. On the other hand, it is a very rewarding job, and gives you outstanding experiences with others and a chance to sharpen your human relations and physical skills. A camp experience also allows you to see yourself, to be evaluated on almost a continuous basis on the tasks you are assigned, and to experiment with leadership styles.

# AMERICAN HERITAGE SUMMER DAY CAMP

**Nancy Bowen**  
Executive Director

12200 W Broward Blvd  
Plantation, FL 33325  
954-472-0022 Ext 3043

*If you are selected for an interview you  
will be notified by MAIL*

**Complete BOTH sides  
Please Print Neatly**

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date Of Birth \_\_\_\_\_

Age \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Applying For A Position As:**

Counselor In Training (Min Age 14) \_\_\_\_\_

Junior Counselor (Min. Age 16) \_\_\_\_\_

Senior Counselor (Min. Age 18) \_\_\_\_\_

Life Guard (Min. Age 16) \_\_\_\_\_

Specialist (Min. Age 21) \_\_\_\_\_

Administrator (Min. Age 21) \_\_\_\_\_

Name \_\_\_\_\_ Home Phone # \_\_\_\_\_  
Last Name First Name

Permanent Address \_\_\_\_\_  
Street City

State Zip Cell Phone # \_\_\_\_\_

High School Attend(ing/ed) \_\_\_\_\_ Last Grade Completed \_\_\_\_\_

College / University Attend(ing/ed) \_\_\_\_\_ # Of Years Completed \_\_\_\_\_

Current Employer \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Supervisor \_\_\_\_\_

**Please list any previous camp experience (include position and responsibilities):**

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**What contributions do you think you can make at camp?**

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**Write a brief biographical sketch, including specialized training in camping and experience or training in other fields which have a bearing on the position(s) for which you are applying:**

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(OVER)

In the following list, put a numeral “1” before those activities you can organize and teach as an expert; “2” for those activities in which you can assist in teaching; and, “3” for those which you have no knowledge:

- |   |   |   |                                       |                                       |
|---|---|---|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Ballet           | <input type="checkbox"/> Archery        | <input type="checkbox"/> Canoeing           | <input type="checkbox"/> Soccer       | <input type="checkbox"/> Tennis       |
| <input type="checkbox"/> Folk Dance       | <input type="checkbox"/> Badminton      | <input type="checkbox"/> Baseball           | <input type="checkbox"/> Volleyball   | <input type="checkbox"/> Wrestling    |
| <input type="checkbox"/> Social Dance     | <input type="checkbox"/> Fishing        | <input type="checkbox"/> Track & Field      | <input type="checkbox"/> Basketball   | <input type="checkbox"/> Softball     |
| <input type="checkbox"/> Square Dance     | <input type="checkbox"/> Skits & Stunts | <input type="checkbox"/> Lead Singing       | <input type="checkbox"/> Leather Work | <input type="checkbox"/> Macrame      |
| <input type="checkbox"/> Basketry         | <input type="checkbox"/> Nature Crafts  | <input type="checkbox"/> Painting           | <input type="checkbox"/> Sketching    | <input type="checkbox"/> Woodworking  |
| <input type="checkbox"/> Rope Courses     | <input type="checkbox"/> Gardening      | <input type="checkbox"/> Weather            | <input type="checkbox"/> Insects      | <input type="checkbox"/> Trees        |
| <input type="checkbox"/> Rocks & Minerals | <input type="checkbox"/> Animal Care    | <input type="checkbox"/> Horseback Riding   | <input type="checkbox"/> Birds        | <input type="checkbox"/> Astronomy    |
| <input type="checkbox"/> Flowers          | <input type="checkbox"/> Forestry       | <input type="checkbox"/> Play Directing     | <input type="checkbox"/> Swimming     | <input type="checkbox"/> Storytelling |
| <input type="checkbox"/> CPR              | <input type="checkbox"/> Informal Games | <input type="checkbox"/> Ping Pong          | <input type="checkbox"/> Weaving      | <input type="checkbox"/> Hiking       |
| <input type="checkbox"/> Guitar           | <input type="checkbox"/> Piano          | <input type="checkbox"/> Aquatic Instructor | <input type="checkbox"/> Life Guard   | <input type="checkbox"/> Bowling      |

List three (3) personal references. These may include teachers, employers, etc. Do not include relatives. Provide as much contact information as you can.

1. \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
  
2. \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
  
3. \_\_\_\_\_  
Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

**I authorize the investigation of all statements herein and release the camp and all others from liability in connection with same. I understand that, if employed, I will be an AT-WILL EMPLOYEE and that any agreement to the contrary must be in writing and signed by the Director of the camp. I also understand that untrue, misleading, or omitted information herein may result in dismissal, regardless of the time of discovery by the camp.**

**I understand any position with the camp is a commitment for the entire summer program – typically nine (9) weeks. I also understand there are mandatory pre-camp training meetings with any position.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

FOR OFFICE USE ONLY

**Date / Time of Interview** \_\_\_\_\_

**Interviewer’s Initials** \_\_\_\_\_