

# Welcome to the application process for the CIT & JC Leadership Development Program at Puh'tok!

Please review the following information. Upon completion of this application please forward to [info@camppuhtok.com](mailto:info@camppuhtok.com) or mail to: 17433 Big Falls Road, Monkton MD 21111.

Puh'tok's Counselor in Training (CIT) and Junior Counselor (JC) Leadership Development Programs help to foster a variety of skills in 16 and 17-year-old youth and provide basic training in group leadership, time management, first aid, outdoor and life skills. Participation in this program will better prepare your child for possible leadership opportunities at school, in extracurricular activities and at future jobs.

Successful completion of this program may help lead to future summer camp and general employment opportunities. Many camps seeking staff will look at this experience favorably knowing that our participants have had some formal training in camp and leadership development. **PLEASE NOTE:** Program participation is not a guarantee of future employment at Puh'tok. Future employment at Puh'tok will be based upon personal performance evaluations and our staffing needs. Your performance is a major consideration in whether or not you will be eligible for hire the following year. We do not expect perfection this is a learning opportunity, however, we do look at how you respond to feedback and how you apply the feedback you are given to improve throughout the program.

Please come to the program session(s) you have selected prepared to work hard, learn a lot, and have some fun along the way.

Thank you for your interest in being a part of our CIT and JC Programs!

## **Responsibilities:**

1. Attend trainings and daily meetings during your 2-week session.
2. Lead campers in activities specifically assigned to JCs/CITs to facilitate.
3. Help lead and participate in specialty areas as assigned.
4. Participate in and lead "camp wide" and large group activities.
  - o (Evening Program and Weekend Program Team Leaders/Special Events Crew)
5. Practice and enforce all camp safety regulations and emergency procedures.
6. Abide by all camp policies and procedures including the CIT/JC Agreement.
7. Assist campers and staff when assigned to a Cabin or Village.
8. Perform kitchen and dining hall duties on a rotating basis.
9. Perform all other duties and roles assigned by administrative staff and/or The Leadership and Training Director.
10. Please bring your own **Journal & Watch!**

## **Counselor in Training Job Description**

Counselors In Training (CIT) are members of our leadership and training program who will rotate in all areas of summer programming. CIT's assist and shadow during group games, "camp wide" activities, hikes, nature activities, specialty programs, campfire songs, and many other duties including kitchen and dining hall duties. This program is a leadership training opportunity designed to give the CIT a full picture of camp and all the pieces it takes to operate. Additionally,

the program will give the CIT an opportunity to assist with the summer camp programs. CIT's are asked to commit to a minimum of one 2-week session and to attend 1-2 group meetings scheduled prior to the start of summer camp (details will be provided upon acceptance to the program). The CIT reports to the Camp Director, Assistant Director, and Leadership and Training Director.

The CIT program is an educational program, with a curriculum designed to develop the interpersonal and technical skills necessary to be an effective camp staff member. It is not "working" at camp. A CIT is still technically a camper and therefore bound by many of the same rules and restrictions of regular campers. Since the CIT program is a training program, CIT's are not paid, nor is a job at the completion of the program assured. CIT's are NOT ALLOWED to have their cell phones with them at camp.

The program will help prepare the CIT to become a Junior Counselor as well as providing them with experience for future jobs. The CIT program is a competitive program with only six positions being offered per session. Applicants must be 16 years of age by the start of the session they plan to attend. The program will cost half that of normal tuition. A discount of 50% will be applied to your account *upon approval of candidate's application*. Registration fees for a 2-week session is \$700.00 total and \$400.00 is due at the time of deposit, the remaining \$300.00 can be paid after the discount is applied and by June 1st at the latest.

Please register and pay your initial deposit to reserve a spot in your desired session. To register please visit: <https://ymaryland.org/camps/puhtok>

\*Select program and matching A and B week sessions to register for the 2-week program\*  
DAXKO Account or membership Questions please call: 443-322-8000, or email: [customerservice@ymaryland.org](mailto:customerservice@ymaryland.org)

- Session 1: June 28th - July 10th
- Session 2: July 12th - July 24th
- Session 3: July 26th - August 7th
- Session 4: August 9th - August 21st

### **Junior Counselor Job Description**

Junior Counselors (JC's) are volunteers who assist in all areas of summer programming. The Junior Counselor program is a four-week leadership development program that will take place throughout two consecutive sessions at camp. During the two sessions, each Junior Counselor will have a chance to develop their leadership skills by participating in a specific area of camp each week. They will assist with different responsibilities throughout camp including general counseling and specialty programming. They will have a chance to facilitate certain aspects of program under the supervision of counselors such as arts and crafts and nature. Junior Counselors will also have the responsibility of planning and implementing two camp-wide special events, one for each session. This will allow them to reflect on and evaluate their first event in order to make adjustments/improvements for the second. The JC reports to the Camp Director, Assistant Director, and Leadership and Training Director.

The JC program will further prepare Junior Counselors for future employment opportunities. The Junior Counselor program is a competitive program with only six positions being offered every two sessions. Applicants should choose from 1<sup>st</sup> and 2<sup>nd</sup> sessions or 3<sup>rd</sup> and 4<sup>th</sup> sessions. Applicants must be 17 by the start of the sessions they plan to attend. Interviews are mandatory

for all those interested in participating. The program is free and can count as service hours to those who are accepted. JC's are allowed to bring their cell phones to camp, however usage is only permitted during off/scheduled times and cell phones will be held in the possession of the Leadership and Training Director during scheduled program times. Upon acceptance into the JC program we will forward further instructions on what is needed from our camp volunteers.

- Program 1
  - Session 1: June 28th - July 10th  
(JC's must go home Friday evening through Sunday afternoon, 10<sup>th</sup>-12<sup>th</sup>)
  - Session 2: July 12th - July 24th
  
- Program 2
  - Session 3: July 26th - August 7th  
(JC's must go home Friday night through Sunday afternoon, 7<sup>th</sup> – 9<sup>th</sup>)
  - Session 4: August 9th - August 21st

### **Essential Duties:**

- ❖ Attend trainings and daily meetings during your 2-week session(s).
  - Opening Sunday: Morning Arrival
  - Participate in Sunday Registration where assigned.
  - In-Service & Emergency Action Plan Training (Sunday of Arrival).
  - Help Lead Sunday Camp Welcome Fire & Present Summer Camp Rules.
  - Attend and participate in daily meetings and check in with your teammates and Leadership and Training Director.
  - Junior Counselors attend Baltimore Child Abuse Center Training, evening of June 18th.
  
- ❖ Leading, participating and assisting with campers in camp activities
  - Always be on time and be prepared to lead or assist with activities before groups arrive.
  - Participate with and guide camper groups in morning, afternoon, and evening activities as assigned by the Leadership and Training Director.
  - Lead interest groups alongside a senior staff member.
  - Rainy Day Game Leader!
  - Help facilitate teamwork and cooperation among campers.
  - Camp Puh'tok does not tolerate bullying. Be proactive in keeping positive group interaction.
  
- ❖ Participate and lead "camp wide" and large group activities.
  - Evening Program and Weekend Team Leaders/Special Events Crew
  - Participate in "camp wide" and large group activities refers to the activities that many or all of the campers at camp will participate in. (Evening programs, Free Choice Programs, SLIM hoe-downs, village campfires, 4th of July celebrations, Holiday in July, Luau, weekend Color War Olympics, etc.)
  
- ❖ Practice and enforce all camp safety regulations and emergency procedures.
  - Help maintain group control at specialized group activities so that the support staff can focus on safety and program quality.
  - Participate and be an active listener while policies and procedures are being reviewed.

- Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
- Lead by example!
- ❖ Abide by all camp policies and the CIT/JC Agreement.
  - Camp policies are sent out prior to your arrival and discussed in detail during training. All participants of the leadership program, volunteers and staff must abide by these policies.
- ❖ Assist campers and staff when assigned to a Cabin or Village ➤ This role is referred to as “3rd in a group”.
  - As 3rd in the group, duties include: Attend all group scheduled activities, eat all meals with family group, assist campers in chores (by example), and assist Counselors and Village Directors in preparing for activities.
  - Set a good example for campers and others including cleanliness, positive attitude, sharing clean-up responsibilities, and good sportsmanship.
- ❖ Perform kitchen and dining hall duties on a rotating basis.
  - Tasks vary from dish duty to dining hall management.
  - Perform tasks assigned by kitchen team leader.
  - Please arrive 10 min. early to your shift to get instruction from team leader.
- ❖ Perform all other duties and roles assigned by administrative staff and Leadership and Training Director.
  - Tasks and roles change on a daily and weekly basis.
  - Review and Evaluations conducted mid-term of your session.

**PLEASE KEEP THE INFORMATION ABOVE FOR YOUR RECORDS AND SUBMIT THE FOLLOWING APPLICATION TO: [info@camppuhtok.com](mailto:info@camppuhtok.com)**

**or US Postal to: 17433 Big Falls Rd., Monkton, MD 21111.**

Thanks again for your interest in being a part of our JC/CIT team this summer! Please don't hesitate to reach out with any questions along the way.

**PUH'TOK CIT & JC LEADERSHIP DEVELOPMENT PROGRAM APPLICATION**

(Please write legibly or type out answers to the following document)

Name \_\_\_\_\_

E-mail\* \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Best time to call \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Email: \_\_\_\_\_

High School \_\_\_\_\_ Current Grade \_\_\_\_\_ Graduation Date \_\_\_\_\_

What program are you applying for?

- Counselor in Training (Must be 16) \_\_\_\_\_  
\*NOTE: Please sign up now to reserve your camp session, if you have not already.
  
- Junior Counselor (Must be 17) \_\_\_\_\_

Please provide the session(s) you would prefer/plan to attend.  
Junior Counselors should choose (1<sup>st</sup> & 2<sup>nd</sup>) -OR- (3<sup>rd</sup> & 4<sup>th</sup>). List dates here:

\_\_\_\_\_

Have you attended Puh'tok as a camper? YES -OR- NO ;If YES, what year/s: \_\_\_\_\_

If yes, have you received any Camp Awards?  
Village Awards, Tipi Wakan, MPS: \_\_\_\_\_

**Why do you want to be considered for this program?** \_\_\_\_\_

\_\_\_\_\_

**How would your friends describe you?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How would a teacher or employer describe you?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please share a few of your strengths.** \_\_\_\_\_

**Please share a few challenges/opportunities for improvement.** \_\_\_\_\_

**What do you like to do in your free time?** \_\_\_\_\_

**What leadership qualities would you bring to the program?** \_\_\_\_\_

**Please explain a time when you have demonstrated leadership qualities?** \_\_\_\_\_

**What do you expect to gain from the CIT/JC program?** \_\_\_\_\_

*Please check the activities you would be interested in learning to lead: (Star top 3)*

\_\_\_\_\_ Archery    \_\_\_\_\_ Arts & Crafts    \_\_\_\_\_ Canoeing    \_\_\_\_\_ Field / Informal Games

\_\_\_\_\_ Fishing    \_\_\_\_\_ Native American Crafts    \_\_\_\_\_ Pioneering Skills

\_\_\_\_\_ Lacrosse    \_\_\_\_\_ Lifeguarding    \_\_\_\_\_ Music (instrument, singing)

\_\_\_\_\_ Outdoor Living Skills (nature, orienteering, forestry)    \_\_\_\_\_ Board Games/Card Games

\_\_\_\_\_ Overnight Camping    \_\_\_\_\_ Riflery (air rifles/black powder)    \_\_\_\_\_ Reading

\_\_\_\_\_ Ropes Challenge (belaying, climbing, equipment, team-building)    \_\_\_\_\_ Nature

\_\_\_\_\_ Storytelling    \_\_\_\_\_ Horseback Riding    \_\_\_\_\_ Mountain Bicycling

Other Activity Ideas/Interests: \_\_\_\_\_

Extra-curricular activities or hobbies? \_\_\_\_\_

Work experience, if any: \_\_\_\_\_

**REFERENCES**

Please provide one formal reference letter and address to:

Alexi Grote  
Executive Director  
Camp Puh'tok  
17433 Big Falls Road  
Monkton, MD 21111

(Can also be emailed to: [alexigrote@ymaryland.org](mailto:alexigrote@ymaryland.org))

**Additional References:** (Provide two from people other than your immediate family)

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

(Primary Phone) \_\_\_\_\_ (Secondary Phone) \_\_\_\_\_

Name: \_\_\_\_\_ Affiliation: \_\_\_\_\_

(Primary Phone) \_\_\_\_\_ (Secondary Phone) \_\_\_\_\_

*I have read and understand the terms and conditions of the CIT/JC Leadership Development Program. I also understand that it is a privilege to participate in this program and if I am accepted into this program I will abide by the camp rules and perform the essential duties to the best of my ability while maintaining a positive attitude or risk being sent home.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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