

Counselor-in-Training (CIT) Application Instructions

JOB DESCRIPTION - COUNSELOR-IN-TRAINING (CIT): All applicants for the position of Counselor-in-Training (CIT) must be an Orthodox Christian and at least 17 years old. The goal of the CIT program is to give the opportunity to learn and experience the responsibilities of being a counselor at Camp Transfiguration. The CIT will work with an assigned counselor, living in a cabin with campers. The CIT must be willing to accept guidance and supervision from their assigned counselor.

COUNSELOR-IN-TRAINING (CIT) SELECTION: CITs are assigned to a veteran counselor and are delegated responsibilities in the supervision of younger Campers, for which they are compensated by receiving free room and board. The deadline to apply to be a CIT is Wednesday June 1, 2011. There are limited spaces available for CIT. CIT selection is based on their application, references, skills, and prior camping experience, which includes campers.

CIT REFERENCES: Three reference forms must be completed; one by your parish priest and two to be completed by non-relative adults (teachers, coaches, employers, etc...) who have knowledge of your suitability for the position you are applying for. It is your responsibility to either collect then include in your application the completed and sealed references or to ensure that they are sent to the camp's Administrative Address by the deadline date of Wednesday June 1, 2011. Please carefully follow the instructions given on the reference forms.

REGISTRATION: For a CIT to be registered, we **must** receive a:

- Fully-completed Registration Form,
- A 1-2 page essay
- Reference completed by your parish priest and 2 non-relatives
- A recent picture of yourself (passport sized), attached at the top right of the application form
- A photocopy of any relevant certification (CPR, Life Guarding, etc.)
- Completed Medical Form

Deadline for registration is Wednesday June 1, 2011, while spots are available.

REGISTRATION CONFIRMATION: **Notification will be sent out on or before Friday July 1, 2011.** If your teenager is selected, they will receive a confirmation email and a link to download the Camper/Parent Packet to assist you and your teenager in the preparation for camp. **Note: All correspondence and materials sent to you will be done via email, in order to reduce the camp's sending costs, so please fill-out your email information clearly.**

DURATION: CITs are expected to attend the entire Training weekend, (Friday June 10 to Sunday June 12) and the entire camp week of either sessions one or session two, or both sessions. Session dates are: Session 1 - Friday Aug. 13 to Saturday Aug. 20; Session 2 - Saturday Aug. 20 to Sunday Aug. 28. Anticipated absences must be requested in writing with this application. Emergency leave of absences during camp are granted at the discretion of the Camp Director. First session CITs should depart by 3pm on Saturday Aug. 20. Second session CITs should arrive by 5pm on the Saturday Aug. 20.

CANCELLATION: We appreciate prompt notification if a CIT must cancel; this way we can find a replacement for the available position.

INSURANCE: All CITs must be covered by their family policy and/or Provincial Health Insurance Plan. Private health insurance card or Provincial Health cards (no photocopies) must be submitted to the camp at time of check-in. The cards will be placed in a secure location and will be returned to your teenager at check-out.

MEDICAL INFORMATION: The Health form must be filled out in its entirety, and submitted along with the registration form. This information is kept confidential and will be reviewed by the camp nurse ahead of time in order to prepare her for camp. This information is kept confidential.

TRANSPORTATION: The Camp provides round-trip ground transportation for campers arriving by air, bus or train. Campers are met at the gate upon arrival and escorted back to the gate for departure by a uniformed staff member. Please contact the camp before making any travel arrangements.

CONDUCT: All CITs are expected to act in ways appropriate to an Orthodox Christian setting. While disciplinary action will be taken to attempt resolution on site, the Camp Director reserves the right to dismiss CITs for gross violations of camp rules. Parents will be responsible for arranging and covering costs for their teenager's early departure.

ADMINISTRATIVE MAILING ADDRESS: Please Note: Mail all camp material (including registration, medical forms, transportation forms, etc) to the following address:

Camp Transfiguration c/o 41 Catherine Place, Dollard des Ormeaux, Quebec, Canada H9G 1J4

*******Very Important*******

DRESS CODE: While camping is of its nature informal, Christian modesty should be your guiding principle when packing. Excessively revealing clothing should not be packed as inappropriate clothing will not be permitted to be worn.

Inappropriate clothing includes, but is not limited to: open back tops (including racer-razor backs), low-cut fronts, skin tight clothing, half shirts, two-piece bathing suits (or one piece suits with cut outs), tank tops with less than two finger-width straps, shorts cut shorter than a few inches above the knee, low-cut waistlines, clothing bearing inappropriate logos, sayings or advertising, and tank-top undershirts. No more than two pairs of earrings are permitted for girls, none for guys.

Excess earrings and other body piercings must be removed prior to admittance to camp. Tattoos must be covered at all times while at camp. Sagging pants and exposed underwear are a no-no as well. We ask that all attire be a sign of respect for one's own self and everyone else in the community. Because of our outdoor setting with uneven terrain, tree roots, etc, backless shoes (flip-flops, etc.), open-toe shoes (most sandals), and high heels are not safe and should not be packed and worn at camp. Athletic shoes must be worn during Afternoon Program.

Dress for daily church services is casual but long pants and covered shoulders are required. For Divine Liturgies, celebrated three times each session, boys are expected to wear a collared shirt (tie preferred) and nice pants other than jeans, and girls should wear a dress or skirt and blouse, with skirt length at least knee-length or lower.

PACKING LIST

We do not recommend bringing expensive or name brand clothing or other expensive items to camp. Cabin storage space is limited, so each camper should bring no more than two pieces of luggage.

Items You Should Bring:

- | | |
|---|---|
| <input type="checkbox"/> Change of clothing for at least 7 days, with all items marked in indelible ink or name labels. | <input type="checkbox"/> Toiletries: comb/brush, toothbrush, toothpaste, soap, shampoo, deodorant (non-aerosol) |
| <input type="checkbox"/> Long pants (jeans or sweats) | <input type="checkbox"/> Sweater, sweatshirt, or light-weight jacket |
| <input type="checkbox"/> Sturdy tennis/running shoes | <input type="checkbox"/> Underwear (enough for 7 days) |
| <input type="checkbox"/> Rain gear (rain boots, rain coat, poncho) | <input type="checkbox"/> Modest swimsuit (one piece only) |
| <input type="checkbox"/> Shorts | <input type="checkbox"/> beach towel |
| <input type="checkbox"/> Sleeping bag, pillow, and pillowcase | <input type="checkbox"/> Laundry bag marked with child's name |
| <input type="checkbox"/> 2 bath towels, washcloth | <input type="checkbox"/> Sunscreen |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Hat or baseball cap |
| <input type="checkbox"/> Insect repellent (non aerosol) | <input type="checkbox"/> Water bottle |
| <input type="checkbox"/> Water shoes | <input type="checkbox"/> Nice outfits (about 2) for Divine Liturgies |
| <input type="checkbox"/> Tee-Shirts | |

Items You Should Not Bring

- | | |
|---|--|
| <input checked="" type="checkbox"/> Food | <input checked="" type="checkbox"/> All tobacco products |
| <input checked="" type="checkbox"/> Electronic items (MP3, cell phones, games, etc) | <input checked="" type="checkbox"/> An illegal substances (campers found with any will be sent home immediately) |
| <input checked="" type="checkbox"/> Immodest clothing | <input checked="" type="checkbox"/> Dangerous items (knives, axes, fireworks, etc) |
| <input checked="" type="checkbox"/> Pets | <input checked="" type="checkbox"/> Any Aerosol products (hairspray, deodorant, etc) |
| <input checked="" type="checkbox"/> Any type of open toes shoes | |

Camp Transfiguration is not responsible for lost, damaged or stolen items

Camp Transfiguration



Administrative Mailing Address:

c/o 41 Catherine Place
Dollard des Ormeaux, Quebec, Canada H9G 1J4
Email: info@camptransfiguration.org
www.camptransfiguration.org

CIT Registration Form 2011

CIT INFORMATION

NAME: _____ MALE FEMALE
First Name MI Last Name

Birth date: ____/____/____ EMAIL: _____
Month Day Year

ADDRESS: _____
(Street, include Apt. number) City Prov./State Postal/Zip Code Country

FATHER'S NAME: _____ FATHER'S EMAIL: _____

FATHER'S HOME # (include area code) WORK # (include area code) CELL# (include area code)

MOTHER'S NAME _____ MOTHER'S EMAIL _____

MOTHER'S HOME # (include area code) WORK # (include area code) CELL# (include area code)

PARISH NAME: _____ CITY: _____ PROVINCE/STATE: _____

EMERGENCY CONTACT NAME: _____ RELATION TO CIT: _____

EMERGENCY PHONE# DAY: (____) _____ EVENING: (____) _____

PLEASE SELECT THE SESSION YOU WOULD LIKE TO ATTEND:

Session 1 (Aug. 13 - Aug. 20) Session 2 (Aug. 20 - Aug. 28) Session 1 and Session 2

T-SHIRT SIZE: ADULT: _____ LANGUAGE SPOKEN: _____
 S M L XL ENGLISH FRENCH ARABIC OTHER: _____

PREVIOUS CAMP EXPERIENCE

Name _____ Years _____ Position (e.g. Camper, CIT, Counselor, Staff (please specify) _____

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ESSAY

Please enclose a 1page essay with your application on one of the following topics:

1) A brief biographical sketch, 2) What you hope to offer to the Campers who will be placed in your care, 3) what you hope to offer to the staff with whom you will work, and 4) what you hope to gain by serving at the Camp.

REFERENCES *(List the names of two non-relatives who will serve as your references)*

Name	Phone Number	Relationship to Applicant
_____	_____	_____
Name	Phone Number	Relationship to Applicant
_____	_____	_____

ACTIVITIES/CERTIFICATION

Areas of Knowledge: Number these activities: (1) I am experienced in this area and willing to teach. (2) I am willing and able to assist in teaching. (3) I have an interest and would be willing to learn more and help.

___Arts & Craft ___Camping ___Christian Education ___Archery ___Hiking/Backpacking ___Canoeing ___Chanting
___Field/Court Sports ___Horseback Riding ___Wall Climbing ___Fishing ___Sailing ___Water Skiing

Other: _____

CPR and First Aid Certifications: Are you currently certified: CPR: Yes No First Aid: Yes No

Expiration Dates: CPR Certification: ___/___/___ First Aid Certification: ___/___/___

Lifeguarding Certifications: Are you a certified Lifeguard: Yes No

If yes, please send a photocopy of your certification card. If no, would you be willing to undergo training to become certified? Yes No

Climbing Wall Certification:

Are you certified in Rock Climbing or Challenge Course Facilitation: Yes No. If yes, please send a photocopy of your certification card. If no, would you be willing to undergo training to become certified? Yes No

Other Certifications: Please list any other certifications that you may have: _____

Restrictions: Would you have any difficulty in performing any of the essential elements of the job for which you have applied? If so, explain: _____

PHOTOGRAPHS/VIDEOS/DVD/WEBSITE

PLEASE CHECK APPLICABLE BOXES

I give / I do not give permission for the use of any video images, photographs, audio recordings, or any other visual or audio reproduction that may be taken of my child during camp to be used in the camp video, on the camp website, for promotional purposes of the camp, or shown as Camp Transfiguration sees fit.

I would like to purchase the camp DVD for the price of \$20.00. Please enclose a separate check for \$20.00 make payable to Camp Transfiguration.

TRANSPORTATION

PLEASE CHECK APPLICABLE BOXES

My travel arrangements have yet to be finalized and I will send the information no later than 2 weeks before my arrival at the camp.

I will arrive at camp by: Driving Airplane Other:

REGISTRATION AGREEMENT

I have read, understand, and agree to all of the registration instructions given in the attached sheet.

I am aware that for my teenager to be secured a CIT position all material identified in the CIT Registration Instruction must fully and properly be completed and submitted according to the deadline dates. I have read, and understand the **Dress Code** and the "Photographs / Videos / DVD / Website" section.

I understand that if my teenager is registered for camp this summer as a CIT, I will receive confirmation via email and a link to the Camper/Parent Packet, which will include important information to prepare both my teenager and myself for camp. I agree to read the material and review it with my teenager.

Parent/Guardian or Applicant signature: _____ **Date:** _____