



SOUTHBOROUGH RECREATION

Counselor in Training 2025

Welcome!

We are excited for you to join us this summer for the 2025 Summer Program/CIT Season. Over the course of your time with us you will be exposed to many situations that will require practice in patience, problem solving, and leadership. It is our hope our program will give you the tools to be successful during the camp season but also beyond outside the summer months.

We look forward to working with you all!

Christina McCarthy
Program Coordinator

Why are we here?

Summer is a time to give children a break from school and encourage them to try new experiences to grow mentally, physically, and socially. Southborough Recreational Summer Programs have something to offer everyone, whether you want to refine a sports skill, free play, dance and sing, get creative with make your own adventure games or just hang out with friends in a safe environment. We offer a variety of programming options, both structured and unstructured, that include art, sports and more.

Our Summer Supervisors, who are experienced professionals, coordinate the Summer Day Program, and are responsible for the direct oversight of the program and counselor staff. All of our general counselors have been trained in CPR/First Aid and will make your experience a memorable one.

As a CIT, your role will be to directly assist and support the mission of the summer program by providing additional oversight of activities, supervision of the campers, and support of the counselors and supervisors. You will have assigned and direct contact with campers every day to help foster relationships but, more importantly, camper growth!

Program Overview

Our Summer Program is a **7-week program, Half & FULL DAY, with all ages at a SINGLE location.**

Location: Woodward School, 28 Cordaville Rd, Southborough, MA 01772

Camp Fayville: Ages 4-6

Camp Cordaville: Ages 7-11

Half Day Option: 8:30AM-12:30PM

Full Day Option: 8:30AM – 4:00PM

Week 1: June 30th – July 3rd (No Camp July 4th)

Week 2: July 7th – July 11th

Week 3: July 14th – July 18th

Week 4: July 21st – July 25th

Week 5: July 28th – August 1st

Week 6: August 4th – August 8th

Week 7: August 11th – August 15th

Policies and Procedures

- ✓ **All CITs are to report to camp by 8:15AM** and check in with the camp supervisors. After check in, you will be assigned a location to assist in the check in and organization of camp groupings.
- ✓ You will be assigned a grouping, and you will remain with that grouping at all times, all week. If you are with us for multiple weeks, you will be assigned different groups each week. However, it is not unlikely that you will see the same children throughout the summer.
- ✓ CITs are required to assist in the implementation of all scheduled activities regardless of personal feelings towards the subject matter. A daily schedule will be followed each day. The daily schedule will fluctuate based on special events or visiting vendors
- ✓ All CITs will lead by example! All actions will be appropriate and proper in the faces of children and participants families. Please keep social conversations to a minimum when interacting with campers.
- ✓ CITs may have limited contact with parents on a day-to-day basis about their camper's progress and everyday participation. Parent contact should only be held on grounds during regular program hours. If any parent contacts you outside of the program and you feel uncomfortable, please inform the Recreation Department staff.
- ✓ All CITs are responsible for the maintenance and care of camp equipment. Staff and CITs are equally responsible for the storage of equipment before and after the camp day.
- ✓ Snack, Lunch, and water will not be provided on a daily basis. All CITs should pack 2-3 nut free snacks, a lunch, and enough water to last the day.
- ✓ Trash pick-up will take place at the end of each day with the children. This is a group effort, and all must be involved. We are guests at the building and want to leave it the way we found it – clean!
- ✓ If an employee, CIT, or camper is injured while on site, he/she must report it to the Camp Supervisor immediately. The supervisor will complete an Accident Report, which must be submitted, to the Recreation Department within 24 hours. Do not consider any injury to be trivial. It may require medical attention later.
- ✓ All staff are required to wear a Southborough Recreation CIT issued t-shirt **every day**. Shorts/bottoms must be an appropriate length. If your outfit is seen to be inappropriate, you will be sent home to change. We are role models!
- ✓ Every CIT will be responsible for assisting in sanitizing surfaces at the conclusion of an activity when necessary. Sanitizing spray and wipes will be made available.

TOBACCO USE/SUBSTANCE AND ALCOHOL ABUSE (430.165)

Massachusetts General Law prohibits smoking of any kind at all of our recreation facilities (ie – school buildings, Playgrounds, parks, and on field trip. This is per order of the Board of Health.

We are committed to a working environment free of substance abuse to maintain healthier, safer and more productive leaders. The use of alcohol and/or drugs is strictly prohibited at camp, prior to and/or during camp hours. Any CIT who is found to be smoking while on duty or is found to be under the influence of drugs or alcohol while on duty or while on the premises will be subject to immediate suspension from the program.

CELL PHONE POLICY

Southborough Recreation Dept. is a Phone-Free Space. When we aren't distracted by our phones, we are able to engage with one another and get the most out of camp. CITs are required to leave all cell phones at home as full focus is required for success. If a CIT brings their cellphone, they will be asked to use a Recreation Department issued Yond'r pouch to secure the device for the day. This aligns with Summer Counselor workday protocol. All cellphones will remain in the CIT's backpack throughout the day and pouch will be unlocked and returned at the end of the day.

SOCIAL NETWORKING

Southborough Recreation CITs should never have contact with a program participant on any social media outlet. If any participant approaches you about being connected online, you are asked to decline in a manner that is appropriate. If it is known that you are interacting online inappropriately with a program participant, disciplinary action will be taken resulting in termination.

CITs are asked to use their best judgment when interacting with parents and families of program participants. It is known that relationships outside of work are formed, however it is expected that they are treated appropriately via social media and in the workplace. If your superior determines that such actions are inappropriate, disciplinary action will be taken.

DESIGNATED FIRST AID ROOM/SPACE

A designated First Aid location will be determined on site. Here you will find a fully stocked first aid kit, files of camper health records/plans (if applicable), health record book (to be used to log every accident, illness or incident relating to the health of a child), injury notification forms, medications, (Medications will be administered according to the child's primary care physician.)

MEDICATIONS

All CIT prescription medications will be administered by a Supervisor, if appropriate. In cases where a child has a prescription for an EpiPen or an inhaler – a staff member or, when appropriate, a CIT, will carry the EpiPen or inhaler at all times.

All medications require authorization from the child's parents, as well as the child's physician. Information will be provided that indicates the specific dosage, name of medication, and the dates and times to be administered. These medications must be kept in their original containers.

CAMPER ACCIDENTS

In the event of a participant being injured while in our program, staff should apply basic first aid when necessary. Any serious or severe injuries must be reported to the appropriate authorities (i.e. Police/Fire at 911). Accident reports are to be completed for **ALL** accidents or injuries. If the injury is only minor (such as a minor cut, replacing a Band-Aid, or using an ice pack) this information is to be logged in the First Aid Log Book (located at the picnic table).

In the event of an incident (such as a fight or behavioral issue), the incident must first be dealt with by you and/or a Supervisor. Incidents of this nature should be followed up with an incident report. Keep in mind that the safety of the participants is our number one priority!

INJURED CAMPER PROCEDURES

EMERGENCY: One counselor will remain with the injured child at all times while another counselor/supervisor telephones “911” to get immediate assistance and then tries to reach the child’s parents and the Director. If it is an emergency, then the ambulance company will transport the child to the nearest medical facility. One of the counselors or supervisors will accompany the child to the hospital and bring with them the child’s file. **Staff will never transport a child in their own vehicles during an emergency or any other circumstances**

URGENT: If the situation is urgent then contact the Supervisor. The child’s parents should then also be contacted.

NON-URGENT: Common sense should be used if the nature of the accident is not severe. The parent may be called and be informed of the nature of the accident before the Camp Health Supervisor, the Health Care Consultant, ambulance or Fire Department. They can then instruct the counselor as to what steps to take. All injuries must be logged and reported no matter how minor.

Lost Camper Procedures 4310.210(a)

Counselors are responsible for their assigned children at all times. If a camper is identified as missing, notify the camp supervisors immediately and follow the contingency plan below. Parents will be immediately informed by supervisory staff.

A. Procedure:

- Report the missing camper to the Supervisor, including the following information:
 - Camper’s name and age (if known)
 - Last place camper was seen
 - What the camper was wearing
 - Other information that could be helpful
- Use a predetermined signal to alert all staff that a person is missing.
- Conduct a search of all camper areas.
- Move all campers to one central location to do an accurate head count/roll call.
- Camp staff should search assigned areas to ensure the camp and surrounding areas are searched.
- Check records to determine if the camper was picked up by parents or made other special arrangements. If not, contact the parent/guardian to determine if the child was picked up without notifying the camp office.

- Notify emergency personnel (911) if the camper is not found immediately or if the camper requires emergency medical intervention.

THE SEARCH MUST CONTINUE UNTIL ALL CAMPERS ARE ACCOUNTED FOR