



Z'Camp Counselor-in-Training Rules & Responsibilities

As with any job position, there are rules and responsibilities for all employees to create a healthy environment for everyone in the workspace. The same is true for our Counselors-In-Training (CITs). Below you'll find the rules and responsibilities for our Z'Camp CITs throughout their time with us during the summer.

1. CITs are expected to wear their name badge at all times while they are at camp. This badge should be visible upon glance, not stuffed in pockets or hidden inside/under clothing. This badge serves to identify the difference between a camper and counselor of any kind.
 - a. All name badges are to be returned to the assigned storage space at the end of the day. Badges are not to be taken home for any purpose. They must remain on campus unless leaving during camp activities.
2. Each CIT will be given a t-shirt specific for CITs. This shirt is to be worn on every field trip the CIT goes on, whether it's with their group or strictly a CIT-only outing.
3. Appropriate attire is expected of all CITs. Closed-toe shoes, school appropriate length shorts, pants, school appropriate covering shirts are expected at all times.
4. CITs may swim with their group **AFTER** the lesson portion of their group's swim time.
 - a. One-piece swimsuits and properly fitted swim trunks are to be worn in the pool. Inappropriate attire will require the CIT to sit out of free swim time.
5. CITs are expected to set good examples for all campers while they are at camp. This includes following the rules set forth by the Leadership Team and the counselors in charge of their groups.
6. A CIT is not to be left alone with their group for any purpose. If this is found to be happening, a CIT should contact a member of the Leadership Team as soon as possible.
7. CITs are responsible for their own personal items, including any camp-issued gear. Any item of personal sentiment or value that a CIT wishes to not be harmed should be left at home and not brought to camp.
8. Cell Phones:
 - a. Phones are not permitted during camp. All phone use should be kept to the CIT's personal time. If phone use is reported and excessive, the Leadership Team reserves the right to ask the CIT to leave the phone in the Leadership Team office outside of their personal time for the day.

- b. If phone usage becomes a frequent issue, the CIT will be asked to leave the phone at home or with a parent during camp hours.
 - c. CITs should not be contacting any paid employee of Z'Camp, unless through the approved app and with Leadership Team members only.
 - d. NO PHOTOS OF CAMPERS ARE TO BE TAKEN AT ANY POINT. Any photos intended to be used for camp purposes are to be taken by counselors only.
9. Break/Lunch:
- a. CITs will be given a 30-minute "duty free" lunch while their group is having lunch.
 - b. CITs are to bring their own lunch, unless specified otherwise.
 - i. Food -lunch or snack- is not to be shared with anyone at camp, including friends and family.
10. CITs are expected to be respectful of any counselors or Leadership Team member and follow directions given, even if not by their direct counselor or Leadership Team member.
11. CITs are expected to be respectful of all campers and other CITs.
- a. Inappropriate language is not acceptable while a CIT is at camp. Reports of inappropriate language will be discussed with parents via email and likely at the time of pick-up. Repeated offenses may qualify the CIT to be dismissed from the CIT program.
 - b. CITs are expected to refrain from telling inappropriate stories while at camp.
12. If you see something, say something!
- a. If the CIT sees something suspicious happening close by, report to the counselor immediately. If a counselor is not available, find a Leadership Team member immediately.
 - b. If the CIT believes a child is doing something unsafe, report to the counselor immediately.
 - c. If the CITs feels someone else is not acting in a camp appropriate manner, report to a Leadership Team member immediately.
13. CITs should never be afraid to report anything they feel is inappropriate to the Leadership Team. Find Tina at the first opportunity to report any issues you feel should be reviewed. If it is an emergency, find the first Leadership Team member available.
14. Camp is not meant to be a social hour for CITs. If groups are near each other or traveling together, it is the responsibility of the CIT to remain with their group. Socializing with other CITs should be saved for lunch time. CITs are meant to help counselors, not goof around and play with other CITs when they are with their group.
15. CITs are there to help counselors and campers to the best of their ability. When participating in activities with campers, please be sure to be inclusive. Z'Camp is a non-discriminatory camp and we strive to make things work for even the most inexperienced of campers. If you need help finding a way to include someone, see a counselor.
16. Z'Camp has a zero-tolerance policy for bullying! We do not use words, phrases, or actions towards anyone that could be considered hurtful or harmful to someone's spirit or physical being. Bullying can result in the removal of a CIT from the program for the rest of the summer and future summers.
17. CITs should always remain with their group unless asked to do so otherwise. It is important that we know the location of all our campers and staff in case of an emergency or sudden changes. If a CIT needs to leave the group for any reason, be sure to let the counselor know, and then go immediately to the intended location.

Any CIT related questions can be taken to Jean Harding through email at jharding@zcs.k12.in.us or by contacting (317) 733-4847 during camp hours.