CIT POLICY & PROCEDURES

Dear Counselor-in-Training (CIT),

Thank you for volunteering your time with the Outdoor Discovery Program. We appreciate your time and this program wouldn’t be the same without your help. Please take the time to read the following policies and procedures:

* You will be assisting counselors by helping to supervise activities and inject enthusiasm into every aspect of camp. The counselor is in charge and you must defer to them for all decisions. You are expected to arrive on time and ready to work each day until the end of your shift (9 AM–4PM). Please do not switch assignments with another CIT unless you have expressed a sufficient reason and have notified the Camp Coordinator. You must check in with the Camp Coordinator (Amy) every day!
* Your cleanliness and attitude is a reflection on the Outdoor Discovery Program and you are expected to appear clean and presentable. Please remember that you are a role-model for the campers and other CIT’s. Your number one priority is the safety of our campers while ensuring that everyone has a great time. Please try to avoid graphic t-shirts or any clothing that is heavily logo’d.
* If you need some emergency time off, please let Amy know ASAP so that he can arrange a substitute. If you are ill or have an emergency that will prevent you from working, or if you will be in late, please notify the office/Amy as soon as possible. Call PMEC: 673-1141.
* Be prepared for any and all types of weather. A backpack with some extra clothes (esp. socks!), snacks/lunch, **reusable water bottle**, sunscreen, bug spray, raincoat, hooded sweatshirt, etc. is a good idea to bring in everyday. Sneakers/ hiking boots are required on the trails. You may bring in a change of shoes or sandals for when you are at the lake.
* Please show common courtesy when using Brook Rd. and do not block or park in any of the resident’s driveways. Drive slowly (25 MPH) through the residential neighborhood and even slower (15 MPH) on the dirt/gravel. CIT parking is available in the first lot on the right. Do not park your car in the kiosk lot on the left. The spaces available next to the PMEC building labeled “staff parking” are off limits during the summer.
* Always let someone know where you are going, even if it is before or after your shift. If you need to leave during an assigned activity please ask permission from the counselor. If it is not during an assigned activity please notify the OD Coordinator or whomever is in the office at the time.

Once again, thank you joining our CIT program.

Amy Hull

**Amy Hull**

**Outdoor Discovery Camp Coordinator**

**Email: ahull@amherstnh.gov**