

# COUNSELOR IN TRAINING (CIT) DESCRIPTION

## WOODFORD CEDAR RUN WILDLIFE REFUGE

### SUPERVISOR:

Rachel Ndeto, Assistant Director of Education

[Rachel.ndeto@cedarrun.org](mailto:Rachel.ndeto@cedarrun.org)

Work: (856) 983-3329 ext. 103

***New and returning CITs are required to attend an informational training session on either: Wednesday, June 18 or Thursday June 19 from 2:00 – 3:30pm***

***Fees:*** There is a one-time \$25.00 Child Safe Training and volunteer registration fee for volunteers under the age of 18. For volunteers 18 and over, the fee is \$45.00 and includes a background check.

***Compensation:*** CITs are volunteer positions. Upon successful completion of their time, each CIT will receive a letter acknowledging their service, number of hours completed and commitment.

***Weekly Work Hours:*** Generally 8:30 AM – 3:30 PM, Monday to Friday. CITs are required to make a one-week minimum commitment from June 23 – August 15, 2025.

***General Responsibilities:*** Assist Camp Counselors in daily activities and tasks, act responsibly and serve as a good role model, as well as identify and meet camper needs.

### ***Specific Duties:***

- Must attend a pre-season orientation and training.
- Teach or lead camp activities (if applicable).
- Assist Camp Counselors with activities, lessons, crafts, canoeing, and during hikes.
- Keep campers organized and on-task.
- Assist with set-up and clean-up of daily activities.
- Carry out established roles for supervising camper health.
- Enforce camp safety regulations (no hitting, throwing objects, etc.).
- Report any issues or problems with campers immediately to supervising camp counselors and/or education staff.
- Encourage respect for personal property, camp equipment and facilities.
- Be a good role model for campers. This includes but is not limited to appropriate dress and behavior.
- Additional duties may be assigned as required.

A list of three personal references for all CITs must be submitted to the Camp Director no later than Friday, June 20. References can be emailed or mailed to Rachel.

***Additional Conditions:***

- Casual dress is acceptable – t-shirts, shorts/pants, and sneakers or hiking shoes. Nothing ripped, torn, or with inappropriate language or subject matter (sex, alcohol, drugs, etc.) is allowed. No short-shorts, flip flops, or belly shirts permitted. You will be issued one Cedar Run t-shirt, which should be worn on Wednesday (photo day) and as available during the rest of the week.
- Personal cell phone use is NOT permitted during camp hours, including gaming, texting, and social media. Exceptions to this may apply if the CIT needs to make arrangements to be picked up from camp due to illness or emergency.
- Camp Counselors reserve the right to enforce all rules and responsibilities and report and issues or concerns to the Education Department. A first warning will be issued and a second offense may result in dismissal from our CIT program.
- CITs must abide by all rules and regulations, and provide a completed health form, list of three personal/professional references prior to start date.

I acknowledge that I have read the above information and will abide by all the rules set forth in the CIT program and act appropriately to best represent Woodford Cedar Run Wildlife Refuge.

Signed (CIT): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Parent/Guardian): \_\_\_\_\_ Date: \_\_\_\_\_