

Hudson Bluehawk Nation Afterschool Program (HBN ASP)



Counselor in Training (CIT) Program



CIT Program

1. CIT Meeting
2. CIT Questionnaire
3. CIT Contract
4. CIT Responsibilities

CIT Meeting # 1

1. Give them a business card.
2. 3 Meetings/Internship/Interview/Application/Summer Trainings
3. Opportunity – like/my not like. Great experience.
4. Success /Failure

Mistakes:

- you will make them and it's ok
- how quickly can you identify them
- what you need to do to correct them
- all part of your learning curve
- work with passion, poise, and smarts

CIT Meeting # 1 (Cont'd)

5. Why do you want to be a CIT?
6. Questionnaire- put phone number at top.
7. Site preference.
8. Holding directives- 1st directive – call me
9. Basic Responsibilities
 - Play w/kids, clean, prepare & deliver snacks
10. Pay rate \$8.00 per hour CIT2 = \$8.25

CIT Meeting # 1 (Cont'd)

11. Grant – Budget
12. Competition/Teamwork
 - Staff vote
13. Definitions- Professionalism, Teamwork, Responsible, Respect, Role Model
 - Who and why?
14. Give next meeting date.

CIT Meeting # 2

1. Review meeting 1
2. Go over definitions
3. Questions:
 - What did you like best about ASP?
 - What didn't you like about ASP?
 - If you were in charge of the ASP what would you do differently? +/-
4. Group Interview - Questions
5. Give next meeting date

CIT Meeting #3

1. Review meetings 2 and 3.
2. Fill out an application.
3. Go over responsibility sheet.
4. Go over time sheets
-you are responsible for filling out your time sheet daily.
5. Give them a contract. Must return the next day.
6. Copy of everyone's phone numbers.
7. Give them summer training date(s).
8. Focus group meeting.

CIT Contract

Counselor in Training Guidelines

The counselor in training program will provide you with job readiness skills, basic competency training related to public recreation, hands-on field experience and possible future employment opportunities with The Afterschool Program. Our intent is that you will enjoy the program as you gain valuable experience. Following the guidelines and policies at your site will help you accomplish this goal.

Basic Guidelines to Follow:

1. Must be a positive and respectful representative of HBN ASP.
2. Respect all people and equipment at all times, and always keeps safety first.
3. Be motivated and have ONLY positive comments.
4. Realize that you are a role model, and exercise self-discipline at all times.
5. Have FUN and help others have FUN.
6. Be involved and assist the site staff in any way possible. Never hesitate to ask for help when needed.
7. If you see a problem, tell a site staff so that they can handle it.
8. Attend ALL staff meetings. (Missed meetings will result in dismissal.)
9. Come to work on time, with a good attitude, proper hygiene, wearing your uniform and name tag (will be supplied.)
10. Treat everyone with equal respect at all times, including authority figures, faculty, teachers, and peers.
11. Be responsible for contacting your supervisor if you are sick or going to be late.
12. Abstain from using profanity or vulgar language while at your site.
13. Play with the kids at all times during the program.
14. Be the extra eyes and ears for staff. (bring situations to staff's attention)
15. As a CIT you cannot give warnings to students.

16. A CIT should never be alone with kids.
17. Always stay within an arm's length of students.
18. Must stay out of detention and ISS/Cannot get suspended/No referrals.
19. No Police contact.
20. *CIT's must communicate directly with supervisor and not through parents. (Or this will result in immediate termination.)

I have read and understand the guidelines of the Counselor In Training Program of the Hudson Bluehawk Nation After School Program.

Participant Signature Date

Parent/Guardian Signature Date

Director Signature Date

CIT Responsibilities

- **Uniform** - must wear staff shirt and tag everyday.
- **Be on time**- be ready to work by 3:00
- **Time Cards** – responsible for clocking in and out daily
- **Schedule**- find coverage when calling in (Both parties need to contact Supervisor)
- **Meetings**- all CIT's must attend every staff meeting (once a month @ 5:30)

CIT Responsibilities (Cont'd)

- **Announcement** - stay up front with staff during announcements/be prepared to help.
- **Running Program**
 - Must stay inside in OR area and check in with staff every 15 min
 - May be needed to work in open rec, office, or club(s)
 - Help keep staff cabinet clean/ help pass out supplies to kids for OR

OR

- **Snacks** - prepare snacks at 3:15
 - Always use gloves when preparing snacks
 - Keep snacks refrigerated until delivered
 - Deliver snacks at 3:30
 - Sit with kids after snacks are delivered

CIT Responsibilities (Cont'd)

- **Open Rec (OR)**- play with kids at all times during program
 - Be the extra eyes and ears for staff (bring situations to the staff's attention)
 - Can not give warnings
 - Should never be alone with kids
- **End of Day Cleaning**
 - **OR area:** wash tables, sweep floors, game cabinet, faculty room, snack bins (keep bins stored on top of staff cabinet)
 - **Kitchen:** wipe out refrigerator and keep closed, keep floor and table cleaned/make sure door is shut
- **Mess Hall** - Return coat racks, bean bags, ball cart, book self, mini file cabinet, dry erase board, Nok hockey board and any other supplies that need to go back.

CIT Responsibilities (Cont'd)

CIT'S MUST COMMUNICATE DIRECTLY WITH SUPERVISOR AND NOT THROUGH PARENTS.

- Always stay within arm's length of students
- Must be a positive and respectful representative of HBN ASP
- Must stay out of detention/cannot get suspended
- No police contact

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