

CAMP HOWARD
825 NE 20th Ave, Suite 120
Portland, Oregon 97232
503-231-9484

COUNSELOR IN TRAINING (C.I.T.) REFERENCE FORM

This section is to be completed by applicant:

Applicant's Name _____ Phone Number _____

Address _____ City _____ State _____ Zip _____

(Circle one) C.I.T. Level I or Level II

The above named person is applying to be a C.I.T. at Camp Howard. It is of great importance that we obtain objective and valid statements from people who have some personal knowledge of the applicant's ability and character. I invite you to include personal notes regarding the qualifications of the applicant or any other pertinent information. The early return of this form will be appreciated as it will expedite processing of this candidates's application. Any information which you give us will be regarded as strictly confidential.

How long have you known the applicant? _____ In what capacity? _____

Please describe how the applicant has demonstrated maturity of judgement. _____

Have you observed the applicant in a leadership role with children? If so, please describe your observations. _____

How and why would this applicant be a good Christian role model for children? _____

Given that we all have areas we can improve, what would you consider this applicants weakness to be? _____

Please assess the applicant in the following areas. Also take into consideration that most people do not excel at everything. Your honesty in this area will help us find the right position at camp for the applicant. Thank You!

	Excels	Above Average	Average	Below Average	Unknown
Flexibility / Able to adjust					
Respect for others					
Dependability / Honest					
Ability to work with children					
Health and stamina					
Self-esteem					
Ability to follow directions					
Ability to handle stress					
Sense of humor					
Patience					
Emotional stability					
Ability to supervise adults					
Safety conscious					
Problem solving					
Willingness to accept supervision					
Enthusiasm					
Team worker					
Organization / Time management					
Initiative					
Communication skills					
Common sense					

Please check the characteristics that best describe the applicant.

LEADERSHIP

Always takes the lead Comfortable in the leader role Prefers to follow
 Makes some effort to lead

EMOTIONAL TEMPERAMENT

Balanced and controlled Relatively stable Sometimes well balanced
 Always cheerful Over-responds emotionally Tends to be moody

PERSONAL

Friendly / Outgoing Reserved Shy / Quiet
 Extrovert

SOCIAL INTERACTION

Avoided by others Well liked Tolerated by others
 Sought out by others Usually just blends in

Signature _____ Date _____

Title _____ Phone _____

Please return this form to:

Slater Swan, Camp Director, 825 NE 20th Ave. Suite 120; Portland, Oregon 97232

Camp Howard C.I.T. Application

825 NE 20th Ave, Suite 120
Portland, Oregon 97232
503- 231-9484 Fax 503-231-9531

Name _____	Social Security No. _____	
Permanent Address _____		
City _____	State _____	Zip code _____
Phone () _____	E-mail address _____	

EDUCATION		
School	Location	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

CAMP EXPERIENCE		
Dates	Camp	Camper or Staff
_____	_____	_____
_____	_____	_____
_____	_____	_____

EMPLOYMENT EXPERIENCE			
Dates	Employer	Position	Reason for leaving
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VOLUNTEER EXPERIENCE

Date	Organization	Description of Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LEADERSHIP

Date	Organization	Description of Duties
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PERSONAL REFERENCES

List two people, not related to you, who have definite knowledge of your qualifications and abilities with children. One should be a supervisor from a present or recent job. If you have camp experience, one should be from your previous camp.

Name	Position/Title/Relationship	Phone Number
_____	_____	_____
_____	_____	_____

I give permission for any of the names on this form and other people who may be knowledgeable of my qualifications to be used as references. Yes _____ No _____

Signature of C.I.T. Applicant: _____

CERTIFICATIONS

Please list any certifications you hold and their expiration dates.

First Aid _____ CPR _____

Other _____

**** Please send a photocopy of all certifications with your application. Thank you!**

Please tell us why you would like to be a C.I.T. at Camp Howard.

Please describe your experience working with children.

Please define what it means to be a good Christian role model. How do you see yourself in this role?



Dear C.I.T. Applicant:

Thank you for your interest in our Counselor in Training session. The goal of this program is to provide teens an opportunity to develop leadership skills in a comfortable atmosphere under the supervision of a dedicated C.I.T. Coordinator. It was designed to give students a base of understanding about youth, leadership, health and safety and program planning.

Lead by the Coordinator, C.I.T.'s work as a team, in small groups and individually to learn about aspects of working with young children in a camp environment. C.I.T.'s are also provided with opportunities to plan activities and practice skills while interacting directly with younger campers under the supervision of the C.I.T. Coordinator. Regular goal setting, assessment, and evaluation are also essential components throughout the program.

This opportunity promises to be both challenging and fun and we know you will learn valuable lessons. Enclosed you will find the C.I.T. application and two reference forms which need to be completed before acceptance into the program. The first step is to register online as a C.I.T. with your deposit or full payment, then send in your **application** and **two reference forms**. Also required, as with regular campers is the health history and exam form.

C.I.T. Level I is held twice this summer, the first being during the weeks of July 5-10 and July 19-24, and the second session during the weeks of July 26-31 and August 2-7. C.I.T. Level II is also a two week program, held during the weeks of August 9-14 and August 16-21. Our camp is closed over the weekends so plan on going home in-between weeks however, you may leave your belongings at camp over the weekend. You will ride the bus from the Madeleine School to camp on Sunday and back on Friday with regular campers.

Camp life can be very demanding but also rewarding when you see what kind of impact you make in the life of a child. If you believe you are up for the challenge we look forward to hearing from you. Please call if you have questions or concerns - 503/231-9484.

Sincerely,

Slater Swan
Camp Director