

# Windsor Hills Camp and Retreat Center

29 White Pond Rd, Windsor, NH 03244

VOICE (603)478-3363; Fax: (603) 478-3373; Email: [pastorricksmith@familyofsmiths.net](mailto:pastorricksmith@familyofsmiths.net)

## Procedures for Applying for CIT Positions at Windsor Hills Camp

### *Counselor-in-Training*

Changes in society demand that we carefully screen every person who works with children or youth at our camps. Adhering to the following procedure helps make sure that our children are as safe as possible. These guidelines help you get the full perspective on applying for a counselor-in-training (CIT) position at WHC.

### You must be 15 to be a CIT this year

#### To Apply:

1. Schedule your camp physical. A complete, extensive physical is not necessary . . . a camp physical is. Call your doctor early and get this matter settled.
2. Take the required health form with you to your doctor's office. **Send the form to the CAMP.**
3. If you are under age 18, fill out the Voluntary Disclosure form and send it to the camp. If over 18, download the Criminal Background Form. Follow the directions with the form. **Send the paperwork to camp.**
4. Fill out the application for CIT's. Be sure to fill out the form completely. **Mail the form to Rick Smith, 29 White Pond Rd., Windsor, NH 03244.** . (Questions? Rick Smith: [ricksmith@whcamp.org](mailto:ricksmith@whcamp.org) )
5. Mail a \$50 check to Rick Smith, made out to Windsor Hills. It will be refunded if you are not selected for the program.

#### Expectations:

In the State of New Hampshire, camp counselors have some very specific obligations. It will be the counselor's responsibility to know where their campers are 24 hours a day. You will help them do this. That does not mean you are with campers every moment, but you will help. Should a family emergency occur in the life of one of the campers, we will come to you to help locate that individual.

You will sleep in the same quarters as the campers, therefore, you will only have responsibility over campers who are the same gender as you. You will be assigned to one senior counselor.

Counselors and CIT's are expected to follow the same guidelines and disciplinary codes as the campers.

Do not bring items for the purpose of pulling pranks. That is not the role of counselors or CIT's. Your responsibility is to help enforce the disciplinary code of the directors.

Counselor Training is a part of the program. Make sure you know when and where your training period will start so that you can be present.

Don't forget: To apply you need to:

1. Send a copy of the application to **Rick Smith at Windsor Hills.**
2. Send completed medical form to Windsor Hills.
3. Send completed Voluntary Disclosure Statement to Windsor Hills. If 18 or over, also complete the Criminal Background Check procedure.
4. Send a \$50 check to Rick Smith, made out to Windsor Hills Camp.