

Adaptive Recreation

Summer Camp

Counselor-In-Training

Manual



**Loudoun County Department of Parks,
Recreation, & Community Service**



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Administrative Contacts

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Main PRCS Office Street Address

Loudoun County Parks, Recreation and Community Service

20145 Ashbrook Place

Suite 170

Ashburn, VA 20147

Camp Hours

Monday-Friday 9am-4pm (no camp July 4th)

Emergency Contacts

Loudoun County Sheriff Administration **703-777-0407** (after 5pm, will transfer to non-emergency dispatch.)

Emergency

911

Poison Control

202-625-3333

Child Protective Services

703-771-KIDS (5437)

Adult Protective Services

703-777-0305

After Hours

571-233-3593

Program Philosophy, Vision, & Mission

The vision statement and mission statement for adaptive recreation gives a brief description of the services we provide for our participants. During all of our programs we strive to implement our vision and mission to all of our participants of all ages and abilities.

Adaptive Recreation Philosophy

The philosophy of Adaptive Recreation is that children with disabilities have the right, and should be given the opportunity, to participate in recreation and leisure activities of their own choosing.

Vision

To provide individuals of all abilities with opportunities to participate in recreation and leisure programs, which may enhance their quality of life and foster respect for and acceptance of diversity within the community.

Mission

Our mission is to provide:

- Safe, nurturing, educational, and fun environments for individuals of all abilities.
- Opportunities that foster individual growth and success.
- Partnerships with participants, families, and the community in striving for new, innovative, successful, and inclusive leisure recreation.



Partnerships

The Adaptive Recreation Division provides a variety of recreation and leisure opportunities for individuals of all abilities. We believe that individuals of all abilities have the right, and should be given the opportunity, to choose to participate in recreation and leisure activities of their own interest. It is our desire that participants not only have fun, but also find success and gain greater independence, while exploring new recreation and leisure interests through our innovative program.

Adaptive recreation works with three non profit organizations: Friends of Adaptive Recreation, Special Olympics, and VSA. Each organization has a advisory board, which consists of volunteers, that is responsible for assisting with financing, fund-raising, marketing, and expansion.

Friend of Adaptive Recreation (FAR)

The advisory board for FAR consists of volunteers that meet monthly to discuss events, community awareness, fundraising, advocacy, and sponsorships.

Special Olympics

Loudoun County Special Olympics is a nonprofit organization that provides training and competition in various Olympic-style sports. Training for athletes is free and year round and is funding by the area 14 council. The area 14 council meets monthly, along with a county employee to discuss the financing, fund-raising, and sponsorships.

VSA arts

VSA arts of Loudoun County is a fully inclusive visual and performing arts program that provides discovery opportunities for individuals with and without disabilities. VSA provides opportunities for all individuals through performing arts and the DaVinci Art Studio. The VSA arts advisory board meets once a month, along with the support of two county staff member, to plan and implement visual and performing arts events, workshops, community awareness opportunities and fundraising.



Job Description

What is a Counselor in Training (CIT)?

A counselor in training (CIT) assists Adaptive Recreation summer camp leaders and supervisors. The CIT will assist staff to ensure the participants have a safe and fun experience throughout summer camp. CITs are to perform duties assigned by staff while also creating a positive environment for all campers. CITs will work with staff to help improve the participant's overall wellness and abilities.

Why be a CIT?

Along with becoming a valuable member of the Adaptive Recreation team, CIT's will develop many skills throughout the CIT program such as:

- Gain experience working with individuals of all abilities
- Develop abilities and skills that will help you in your future
- Build leadership skills to use throughout life at school, home, and your community
- Learn team work and team building

Responsibilities

- Assist with the well-being and happiness of participants
- Help to ensure the safety of the participants at all times
- Assist participants during activities under staff supervision
- Demonstrate respect for personal property, facility equipment, and the facility
- Exhibit good role model behaviors
- Assist staff during programs
- Maintain a positive and enthusiastic environment for the participants
- Encourage participants to participate in activities and positive social interaction
- Treat all participants equally
- Maintain interaction with participants throughout the day

Requirements

- Ages 14-17
- Complete a CIT interview with an Adaptive Recreational Specialist
- Must complete orientation/training (Minimum 10 hours required)
- Must be interested in working with individuals that have disabilities



How to be Successful as a CIT

- HAVE FUN
- Follow dress code (see below)
- Be friendly and positive to participants and staff
- Work as a part of the TEAM
- This is a learning experience, be open to accept information, feedback, and suggestions you get from staff (positive and negative)
- Let staff know of any suggestions you may have to improve programs, positive experiences, and activities you enjoyed
- Don't be afraid to ask questions
- Constantly learning and improving
- Pay attention to everything that is happening around you
- Always motivating all campers at all programs
- Help campers to become successful, help campers display their abilities and skills

Value and Impact of CITs

As a CIT you are an important member of the Adaptive Recreation team. You are also an additional set of eyes and ears and can help make sure the campers are safe and have a great experience.

- Your leadership helps strengthen our communities
- Your talents and skills play an important role in helping PRCS to deliver our services and improve the overall wellness of our campers
- Your dedication and dependability to our programs is priceless
- Your unselfish gifts of time and talent teach others the importance of giving back

Loudoun County Volunteer Code of Conduct

- To conduct official duties in a manner that serves the public interest, upholds the public trust, and protects the County's resources
- Perform your duties to the very best of your abilities, and in a manner that is efficient, cost-effective and meets the needs of the public
- Demonstrates integrity, honesty, and ethical behavior in all County business
- Ensure that your personal interests do not come into conflict with official duties, or result in an appearance of a conflict of interest, when dealing with campers, the public, and others during business with the County
- Ensure that all resources, including County funding, equipment, vehicles, and other property are used in strict compliance with County policies and solely for the benefit of the County
- Conduct all dealings with the public, county employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of Loudoun County government

CIT Expectations

Professionalism

As a CIT you should represent the department in a positive and professional manner. Many people “watch” our programs; the campers that participate in the programs, the parents/guardians that drop off and pick up the campers, and during field trips.

- Interactions should be positive and friendly
- Direct any concerns about your program to staff
- Be enthusiastic and “sell” your program
- Do not use personal phones while working any programs (only in the case of an emergency)
- Do not communicate with campers outside of programs (Facebook, email, exchange phone numbers, etc.)

Language

Always set a good example for the campers. Encourage the campers to do their best and talk to them in a way that is appropriate for their age and abilities. Be direct and use specific wording. Treat the campers with dignity, respect, and courtesy. Some campers are non-verbal and will need to communicate through other means such as; facial expressions, gestures, body movement, lip reading, pictures, and assistive technology.

- Do not use inappropriate language
- Use positive wording to correct a camper’s actions
- Angry-sounding, loud voices shall **NOT** be used

Respect

Respect for the campers, staff, and equipment should always be demonstrated when working with campers. Treat others in a way that you would want to be treated and remember to have respect for yourself

- Never assume any 2 campers are the same
- Respect the camper and see them beyond their disability
- If you offer assistance, wait for the assistance to be accepted before continuing

Attitude

Your attitude will set the tone for the campers.

- Be positive, enthusiastic, and happy, your attitude will reflect onto your group
- In the event of an accident/incident remain calm, the group will follow your example
- As a CIT you are encouraged to support and motivate campers to do the best of their abilities

Team work

Staff needs to work together to provide the best experience for all campers during every program.

- Team members must be able to depend on each other
- Every member of the team has different strengths, don't be afraid to share your abilities with the team
- Along with building a strong bond with the staff, you want to create a bond with the campers
- If you ever need to discuss a negative situation, do not discuss it in front of the campers or parents

Dress Code

You are representing the department, dress appropriately.

- Carolina Blue volunteer shirt
- Closed toed shoes
- Limit jewelry and piercings
 - ◊ Campers may try to grab jewelry and piercings.
 - ◊ Be careful with wearing rings, bracelets, necklaces, they could be damaged or could possibly scratch or injure a participant.
 - ◊ To protect yourself from injury and loss of jewelry
- Do not alter county shirt in any way

Reporting to Work

Reporting to work is very important. Work consistently, the campers will know get to know you better. Staff should be able to depend on you.

- Always be **ON TIME**.
- If you anticipate being late to work, immediately notify the specialist and make sure it is confirmed verbally or in writing (email/text).
- Show up ready and dressed in the appropriate attire. (Camp volunteer t-shirt, appropriate shorts and closed toed shoes)
- If you have to leave early, please contact the Camp Specialist. You will receive written approval from the camp specialist.

Absences

In the event of contagious illness or family emergency that prevents you from working, an Adaptive Recreation Specialist should be called as soon as possible.

- Absences other than contagious illness or family emergency are strongly discouraged.
- Repetitive unauthorized absences may result in discontinuation of the CIT program.
- If you have a contagious illness such as strep throat, stomach flu, influenza, etc., you will need a doctor's note saying you are no longer contagious and are able to return to work (A lot of our campers have a weaker immune system and these sicknesses can harm them more than us).
- Refer to the Communicable Disease Chart for illnesses that require a doctors note.
http://www.vdh.virginia.gov/Epidemiology/documents/pdf/Communicable_Disease_Chart.pdf

Working with Campers

Confidentiality

It is very important that the information of our campers be kept confidential. To ensure the safety of our campers, we ask that any information obtained about the individuals we serve is protected.

- No parent/guardian should know information about another camper, even in the case of an incident.

Camper Code of Conduct

If you ever see a camper that is not following the code of conduct let staff know. If the camper continues to not follow the code of conduct this is when disciplinary actions may be implemented by staff.

- Campers are treated with respect and are respectful to each other, the facility, and the property of others and the staff
- Campers are expected to exhibit good sportsmanship at all times
- Campers shall use proper language at all times
- Campers shall obey the bus rules when riding the bus
- Campers shall obey the pool rules when at the pool
- Campers are required to stay with their designated groups and leaders during the program and adhere to designated camp boundaries
- Campers shall follow site, playground, and safety rules

Touching

Some touching is acceptable when working with campers (consoling injured campers, high-fives, fist bumps, handshakes, etc.)

- Never touch a camper in an area that would be covered by a bathing suit
- Campers should not touch staff, volunteers, or CITs in a personal way
- If you see any inappropriate behavior remind the camper of the code of conduct and let staff know immediately
- Never touch a camper in a disciplinary manner

Personal Care

Notify staff if a camper needs assistance, and should observe how staff assists the camper. You should not provide personal care to campers for any reason.

Sick or Injured Campers

If a camper becomes sick, injured, or has a seizure while at camp, tell staff so the parent can be contacted immediately. Campers will be taken to and cared for in the camp office until they are picked up. In an emergency, campers will be taken by the local rescue squad to the closest emergency facility.

Camper Supervision

Good supervision enforces the rules and procedures so time is spent on enjoyable activities. Prior to camp sessions, staff will inform you of the campers who have special supervision needs.

- Some campers are more independent than others, so they may be able to perform certain tasks on their own (i.e. walk to the restroom by themselves).
- It is important that staff and CITs know the campers in their classrooms.
- On trips, when in public settings, keep campers close by at all times.

Discipline of Campers

Camper discipline will be maintained by staff using techniques that are consistent fair, and appropriate for each camper's level of development. Follow staffs example of disciplining. Discipline should be consistent and appropriate for the campers age and abilities. Effective discipline for campers will promote self-control, teach campers to take responsibility for their actions, and help campers make good choices about how they interact with campers and staff.

- The following methods should be used:
 - ◇ Set reasonable limits for each camper.
 - ◇ Give positive, understandable directions. (2 or 3 word directions)
 - ◇ Model and redirect campers into acceptable activities.
 - ◇ Use private or group discussions to help campers constructively express their feelings and frustrations. (allow the camper to "cool down")
- Discipline must:
 - ◇ Be constructive
 - ◇ Redirect the camper to appropriate behavior
 - ◇ Resolve conflicts
 - ◇ Be age and stage appropriate
- When disciplining a participant, **do not**:
 - ◇ Force, withhold, or substitute food
 - ◇ Punish a camper for toileting accidents
 - ◇ Confine a camper in any space
 - ◇ Threaten a camper
 - ◇ Use noxious substances for discipline
 - ◇ Use physical activity as a punishment
 - ◇ Shake a participant
- You must inform staff of continuing problems and any disciplinary actions taken in response to negative behavior.
- After the incident you must help staff complete accident/incident report to document all significant disciplinary behaviors.

Medication

Only staff is to handle any medication that is provided for a campers.

- How to respond to a parent that tries to give you a camper's medication:
 - ◊ "Thank you for bringing this for (camper's name), but I am a CIT and I cannot accept this medication, I will put you in contact with camp staff who can handle the medication for them"
- Find a supervisor or administrative staff to take the medication for the participant

Roaming Campers

This is not out of the ordinary for our camper. There will be campers who will try to separate from their group.

- If a camper should get separated from the group
 - ◊ Determining that the camper is officially separated
 - ◊ Notify staff that the camper has been separated
 - ◊ Make sure that the rest of the group stays in one locations
 - ◊ One staff member should stay with the group (you must stay with the group along with a staff member)
 - ◊ A staff member will survey the premises
 - ◊ After the situation has been resolved, staff will fill out an incident report immediately
 - ◊ Staff will inform the parents/guardians of the incident

Hygiene

Poor hygiene can be associated with depression or mental disorders. If you notice a participant with poor hygiene make a note of it and inform staff. It is not the your responsibility to address this any further. (There may be campers who have low finances and may have clean clothes that are stained or old)

- Poor hygiene includes, but is not limited to:
 - ◊ Not bathing daily
 - ◊ Clean clothing
 - ◊ Not washing hands with soap and water, hand sanitizer, or disinfecting wipes.
 - ◊ Not covering mouth when coughing or sneezing

Daily Health Check

Upon camper arrival, if you feel a camper is not well, has a fever, recurring vomiting, or diarrhea, let staff know so they may inform the parent so they can take the camper home.

- If a camper has a fever of over 100° they will be sent home.
- If a camper has a fever but is below 100° they will be monitored throughout the day.

Motivating Campers

It is important to always try and motivate the campers you work with. You should try and find an area that each camper stands out in. We want to improve the wellbeing of all of our campers. We also want the campers to have a fun experience.

- Create goals. If they have an objective to strive for they may become self-motivated
 - ◊ Make sure the goals are reasonable to the participant's age and ability.
- Always maintain a positive work environment
- Give positive praise as often as possible
- Refrain from using negative words (Can't, won't, shouldn't, etc.)
- Remember that each day is a new day

Risk Management Strategies

- Avoid putting yourself in a one-on-one situation with a participant when out of sight of a staff member
 - ◊ If a camper needs to go to the restroom
 - ◊ A camper walks into a room that stimulates their senses
 - ◊ Following campers that wander from the classroom
- Notify staff immediately if medical care is needed for a participant
 - ◊ Camper becomes unresponsive on the bus or at camp
 - ◊ Camper starts bleeding from picking a scab
 - ◊ Camper constantly scratching themselves
 - ◊ Camper has been bitten by another camper
- Only provide care if staff has instructed you to do so
 - ◊ Helping a camper after they have fallen or become ill
 - ◊ Providing first-aid
- Never leave a participant unattended
 - ◊ A camper in a wheel chair without the brakes on could roll away
 - ◊ Campers could eat objects (crayons, game pieces, etc.)

Interaction Outside of Camp

You may run in to campers outside of camp. If you do, make sure to be professional.

- Redirect all greetings to a high five, hand shake, fist bump, etc.
- You should introduce yourself to the parent/guardian
- Let the parent/guardian know what program you worked with the camper
- Keep the conversation short



Transportation

Buses & Transportation

Camp programs contract LCPS for use of special education buses. Each bus has a driver and attendant. Follow directives from the driver and attendant during transportation. If you feel that the directives are not appropriate contact the camp supervisors or staff. Children under 40lbs or 2 years old require a car seat, some buses are equipment with built-in car seats, make sure that these campers (usually preschool aged) are in appropriate seats. Driver and attendants will secure all wheelchair riders. You may as a CIT have to assist pushing a wheelchair to the bus or off the bus, never securing the chair.

Bus Rules

- Participants must stay in seats during general movement of the bus
- Campers shall follow directions of the bus driver and staff.
- Eating and drinking are not permitted on the bus.
- Campers shall board and depart bus as a group.
- Campers shall keep noise level low during the ride.
- Hands and all personal items are to stay inside the bus at all times.



Documentation

Accident Procedures

If there is ever an accident during a program, notify staff immediately, and help as needed.

- In a life threatening emergency, call **911 and notify STAFF**.
- Injuries that require further care such as:
 - ◊ **Any head injuries (Must call 911 & AR Specialist immediately!)**
 - ◊ Bleeding
 - ◊ Swelling
 - ◊ Stitches
 - ◊ Those which require a participant to be seen by a doctor
 - ◊ Those which require parent pickup.

Must be called in to the Adaptive Rec. Specialist immediately and followed up on the accident report.

- Staff will follow up on the accidents
- If CITs witness an accident, help staff complete accident/incident report.

Incident/Accident Reports

- When completing incident reports only 1 campers name should be on the report, a second report needs to be completed if 2 campers are involved in one incident.
- Be specific. Make sure you include everything you witnessed during the incident.
- Reports should be completed for (but not limited to):
 - ◊ Any provided first aid (even just a band aid)
 - ◊ 911 is called
 - ◊ Parent is called
 - ◊ Campers having negative behaviors with peers and staff
 - ◊ Issues with parent/caregiver
 - ◊ Late drop-off/pick-up reminder
 - ◊ Shouldn't be more than 10 minutes after camp starts and ends.
 - ◊ Any other event you think the specialists should know about a program. Even the little things should be written in reports.

When to call the Recreation Specialist:

- Emergency situations
- Medical emergencies (i.e. double dose of medications)
- **Any head injuries**
- Any injuries other than minor scrapes.
- It there are any accidents with the van or bus.
- If a camper is missing for more than 5 minutes.
- Any unusual situations with program, public, staff, facility, transportation
- Consistent discipline/ behavior problems
- Parent/guardian situations
- Site problems
- Questions or concerns
- Absences/illnesses
- Property damage

Training, Evaluations, & Time Sheets

Training and Evaluations

CITs are required to complete mandatory training prior to the beginning of the CIT program. Training will help prepare the CITs for the programs and participants they will be working with and also give the CITs and staff a chance to get acquainted. Each CIT will be evaluated by staff weekly. CITs will have scheduled meetings throughout the program to review evaluations and will be informed at what their strengths are and what can be improved. At the end of the CIT program, CITs will have an exit interview with an Adaptive Recreation specialist to review their staff evaluation and inform the CIT on their performance throughout the program

Training/ Set Up

CITs are only required to attend 10 hours of training, but you may attend all of the training sessions. If there are sessions you do not wish to attend you may sit in an available room with other CITs and discuss the program and possible activities you would want to apply to camp.

Date New Hires (Staff, Volunteers, CITs)	9am-12pm	Ashbrook Office
Date All Staff	8am-4pm	Ashbrook Office
Date All Staff	8am-4pm	Ashbrook Office
Date Camp Room Setup	9am-12pm	Seldens Landing Elementary

Time Sheet

You are responsible for filling out a weekly time sheet. Time sheets will help the Adaptive Recreation Specialists keep track of the amount of hours completed during the CIT program. Record the time you show up for a program and the time you leave. AR Specialists must receive your time sheets, otherwise we will not know how many hours you have completed.

"No problem is insurmountable. With a little courage, teamwork and determination a person can overcome anything" - B. Dodge

Confidentiality & Acknowledgement

Please read the following statements below.

I agree to keep any information confidential relating to any participants that I may be working with during my Counselor-In-Training Program. This includes names, addresses, phone numbers, and personal medical/financial information.

I understand that participant and agency information is privileged, and is not to be publicized by me. Failure to abide by this agreement can result in immediate dismissal from the Counselor-In-Training Program.

I have received the PRCS Adaptive Recreation Counselor-In-Training Manual and will review the programs and policies set forth for CITs. I will uphold and follow the policies contained within.

My signature below indicates that I agree with both statements above.

Counselor-In-Training Name (please print)

Date

Counselor-In-Training Signature

Date

Parent/Guardian Signature

Date

Adaptive Recreation Specialist Signature

Date

**Loudoun County Parks, Recreation and Community Service
Adaptive Recreation**

Counselor-In-Training Weekly Performance Evaluation

Please complete the evaluation of the Counselor-In-Training and submit the evaluation to the Adaptive Recreation Specialists.

Counselor-In-Training Name:			
Staff Supervisor Name:			
Program:		Date:	

CIT takes initiative in working with campers. (Motivates campers, assists campers during programs, ensures the safety of campers)

1 2 3 4 5

Professionalism. (Shows up to work on time and ready to perform, consistent, show respect for campers and staff, good role model behaviors)

1 2 3 4 5

Team Work. (How well does the CIT work along with the staff, attempts to build relationships with campers and staff)

1 2 3 4 5

Initiative. (Completes assignments and tasks in a timely manner, engages in interaction with campers and staff)

1 2 3 4 5

What strengths does the CIT display?

What areas can the CIT improve in?

**Loudoun County Parks, Recreation and Community Service
Adaptive Recreation**

Counselor-In-Training Final Performance Evaluation

Please complete the evaluation of the Counselor-In-Training and submit the evaluation to the Adaptive Recreation Specialists.

Counselor-In-Training Name:			
Staff Supervisor Name:			
Program:		Date:	

Performance Evaluation Key: Check the columns below & rate each performance standard.				
1 Does Not Meet Ex- pectations	2 Needs Improve- ment	3 Good	4 Very Good	5 Exceeds Expecta- tions
CIT does not meet the position expectations, does not meet job responsibilities.	CIT's performance is acceptable and meets some requirements, but can improve.	CIT meets the expectations of the program.	CIT consistently performs above expectations and requirements.	CIT's performs above and beyond the expectations and responsibilities of the position

Performance:	1	2	3	4	5
1. Ensure the safety of participants at all times.					
2. Assists participants in programs and activities.					
3. Listens to instructions and follows instructions efficiently, requires minimal guidance to complete assigned tasks.					
4. Takes initiative to assist staff and help programs continue to run efficiently.					
5. Maintains standards of policies & procedures and Loudoun County code of conduct.					
6. Makes sure participants follow code of conduct.					
7. Exhibits good role model behaviors.					
8. Helps maintain a positive and enthusiastic environment for all participants.					
9. Encourages participants to participate in activities and positive social interaction.					
10. Shows respect for staff and participants.					
11. Ability to work along with staff.					
12. Professionalism (attendance, uniform, attitude, language, etc.)					
13. Interaction with participants.					
14. Completes assignments in timely manner.					
15. Takes initiative in getting to know participants.					
16. Discipline of participants is fair and appropriate.					
Total of Each column:					

Total: ____/80

What areas does the C-I-T excel?

What areas can the C-I-T improve in?

Counselor-In-Training Signature: _____

Date: _____