



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Counselor in Training (CIT) 2020

Dear CIT Participant and Parents/Guardians,

Thank you for joining the Chinatown YMCA 2020 Counselor-In-Training (CIT) program. Enclosed you will find a CIT Personal Profile, Code of Conduct, and Job Description. Please fill them out completely and return them in on the **first day of program**. **Program hours are 9:00am until 4:00pm, for the duration of the summer**. **Every participant is required to sign in and sign out when they arrive and leave**. We will be meeting at the **Chinatown YMCA for the first two weeks**. Depending on group placement after the first 2 weeks of introductory training, CITs will be either at Chinatown YMCA's Day Camp Program or Summer School. Chinatown YMCA Day Camp is held onsite: Chinatown YMCA, 855 Sacramento Street whereas, Summer School is programs will be held at Gordon J. Lau.

The CIT program runs from June 8th – August 7th. The CIT program is an excellent way to acquire new skills, strengthen already existing ones and build up your resume. CITs will get specialized training in leadership skills, assist camp counselors / teachers and participate in activities. Successful completion of the CIT program will bring you a step closer to becoming a positive role model in your community. CITs will gain experience leading youth in curriculum they write themselves and be a part of a community campaign!

Program begins at 9:00am and ends at 4:00pm. CITs need to bring their own lunch, water bottle, backpack, and wear clothes comfortable enough for outdoor activity. Inappropriate designs or words on clothing are not allowed. Open toed shoes such as flip-flops cannot be worn during the program unless appropriate for the fieldtrip. Electronics and headphones are not allowed during program. Please understand that due to the levity of instruction and responsibility of this program, all participants must adhere to the code of conduct, group agreements, and job description. Any deviation from the listed, will result in disciplinary action. Participants without regard for adherence to implemented policy will be sent home for the day or placed in a group as a camper. If you have any questions, please feel free to contact Denise Hung at (415) 748-3546 or email: dhung@ymcasf.org.

Sincerely,
Denise Hung
Camp and Teen Programs Director



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2020 年暑假輔導員訓練項目 (CIT)

親愛的 CIT 參加者和家長/監護人

感謝您參加華埠青年會 2020 年的輔導員訓練(CIT)項目。我們隨信附上了 CIT 的個人簡介、行為守則和職務說明。請詳細填寫並在活動首日交回給我們。活動時間為上午 9 時至下午 4 時。每名參與者必須在到達和離開時登記和簽到。首兩個星期的活動將於華埠青年會進行。完成首兩星期的基礎培訓後,輔導員將按組別安排分到華埠青年會的日營或暑期班繼續培訓和實習,並直接到該活動地點報到。華埠青年會的日營在中心內: 華埠青年會, 855 沙加緬度街; 暑期班在劉貴明小學。

CIT 的活動日期是從 6 月 8 日至 8 月 7 日。CIT 可以幫您獲得新技巧、增進已經擁有的技能和加強您的個人履歷。CIT 參加者將會接受領導能力的專門培訓、協助暑期營的輔導員/老師並參加活動。成功完成 CIT 將會幫助您更進一步地成為社區的榜樣。CIT 亦會獲得自己編寫課程的經驗來領導青年, 並成為社區活動的一部分!

CIT 的活動從上午 9 時開始至下午 4 時結束。CIT 參加者需自行準備午餐,水及背包,而且穿著適合戶外活動的衣服。請不要穿有不適當設計和標語的衣服。除非適用於戶外教學, 否則在活動期間不可穿著夾腳拖鞋之類的露趾鞋。在活動進行期間不能使用耳機和電子用品。請了解由於這個活動的規定和責任的多變, 所有參加者必須遵守行為守則和團體協定, 如果觸犯了任何列出的規定將受處分。不遵守實施規定的參加者將被要求於當日返家或改為小組組員。如果您有任何問題, 歡迎聯絡 Denise Hung: (415) 748-3546 或 email: dhung@ymcasf.org.

僅此,

Denise Hung

青少年活動主任



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YMCA of San Francisco
Code of Conduct

Personal Safety

YMCA youth and teen programs are designed to provide safe enriching opportunities for young people in a variety of settings. The YMCA attempts to build a safe environment with “ground rules” that always include character values honesty, respect, responsibility, and caring. Every person has the right to feel emotionally and physically safe while participating in programs.

A high level of positive conduct is expected of all participants. Both youth and adults shall observe the Code of Conduct. There is no double standard.

Basic philosophy of responsible conduct

Each person is responsible for one’s own behavior.

Participants will act responsibly to ensure that their own attitude is beneficial not only to themselves and their fellow participants, but also to ensure the continuation of YMCA teen programs.

Those who decide to be present when the violation occurs shall, by their own choice, be considered a participant in the violation. There are no innocent bystanders.

Infraction of the following code of conduct can result in expulsion from YMCA Programs and Facility

To ensure a safe environment, youth and adults must:

- Treat all persons in and around program with mutual respect and without discrimination based on gender, sexual orientation, size, shape, religion, culture, socioeconomic differences. There is no tolerance for bullying.
- Be a responsible ally to all those in and around program who may be experiencing discrimination.
- Staff will keep conversations in confidence unless person(s) are in danger of harming themselves or others or is reporting an incident of physical, sexual, or emotional abuse.
- Any act of vandalism, theft, destruction of property, or misuse of a facility may be an infraction and will be treated as such.
- Intimate sexual behaviors are not allowed. This includes inappropriate and uninvited physical contact between any participants, staff members, or guests.
- Possession, consumption, and or under the influence of alcoholic beverages and illegal drugs are strictly prohibited.
- Entering facility while under the influence of alcohol or drugs is prohibited.
- Smoking and/or the use of any tobacco products is not permitted.
- Weapons of any kind and items that could cause injury or damage to participants and our property are strictly forbidden.
- Activities that endanger the health and safety of yourself or others are unacceptable.
- Strive to be examples to peers and community in core values of honesty, respect, responsibility, and caring.
- Students under 18 will have access to the facility after 3pm on regular SFUSD school days.

In the case of a serious incident involving youth participation in Sex, Smoking, Drugs, Alcohol (SSAD RULE) or acts that endanger the health and safety of the participants, Parents/Guardians will be expected to pick me up, or to pay for my transportation home, and no fee refund will be issued. All expenses and arrangements related to any disciplinary action are the sole responsibility of the participant’s family.

I have read and agree to abide by the conditions of the Code of Conduct.

Participant’s Printed Name Date

Parent/Guardian Printed Name Date

Participant’s Signature Date

Parent/Guardian Signature Date



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三藩市青年會 行為準則

個人安全

青年會的青少年項目旨在為年輕人在多樣化的環境下提供安全豐富的機會。青年會試圖創造一個包含品德、價值觀、誠實、尊重、負責任和關心在內的「基本規則」的安全環境。每個人在參與項目時都有權利感到身心上的安全。

所有參加者都需要保持積極正面的品行。青少年和成人都應該遵守行為準則。沒有雙重標準。

負責任行為的基本理念

每個人都需要對自己的行為負責。

參加者要表現負責任的行為以確保他們的態度不僅有利於自己和他們的同伴，也能確保青年會青少年項目的繼續。當違規行為發生時，那些決定待在現場的人也應該被視為違規者。沒有所謂無辜的旁觀者。

違犯下列行為準則可能導致被青年會開除參與項目和使用設施的資格

確保一個安全的環境，青少年和成人必須：

- 尊重所有參加項目的人，並且不因性別、性取向、身型尺寸、體型、宗教、文化、社會經濟差異而有歧視。霸凌將不被寬容。
- 做一個可能受到歧視的人的盟友。
- 職員會將談話的內容保密，除非談話者處於傷害他們自己或他人的危險當中，或談話者舉報遭受到肉體虐待、性騷擾或情感傷害的時候。
- 任何破壞、竊盜、毀壞財產或不當使用設施的舉動都可能違規，也將會被視為違規行為。
- 不允許親密的性行為。包括在任何參加者、職員或訪客之間的不適當和未經同意的身體上的接觸。
- 嚴格禁止持有、服用酒精飲料和非法藥物或受到以上兩者影響。
- 禁止在受到酒精或藥物影響時進入會館。
- 不允許吸煙和/或使用任何煙草產品。
- 嚴格禁止任何武器和可能對參加者或我們的財產造成傷害或損傷的物品。
- 不接受危及您個人和他人健康和安全的活動。
- 在誠實、尊重、負責和關心構建而成的核心價值下，努力做到同儕和社區的模範。
- 18歲以下的學生在三藩市聯合校區正常上課日下午3點後才可以使用的設施。

如果發生嚴重的意外事件，涉及到青少年參與性行為、吸煙、藥物、酒精(SSAD 規則)或危害參加者健康和安全的行為時，家長/監護人將會來接我或支付我返家的交通運輸費用，而且青年會將不會退還款項。任何與行為紀律相關的全部花費和安排都是參加者一家的責任。

本人已經詳讀並同意遵守行為準則的規定。

參加者正寫姓名 日期

家長/監護人正寫姓名 日期

參加者簽名 日期

家長/監護人簽名 日期



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Chinatown YMCA - Counselor In Training (CIT)

Personal Profile

Summer 2020

Please return by the first day of program

The CIT program is a leadership development program geared towards you, the high school student. Through this program, you will learn how to supervise youths, lead games and activities, and how to be an effective leader. In order to gain a better perspective of who you are and what you'd like to accomplish in our summer together, please fill out this information sheet.

Name _____ Grade _____ School _____

Contact # _____ Email _____

1. List any clubs, groups, programs and volunteer work you've participated in:
2. What is something you do well? What is something you would like to improve on?
3. What do you feel are your goals for the next five years?
4. What is something that excites you about working with youth?
5. Why do you want to be a CIT?
6. Did you ever attend a Summer Camp? If so, what were some of your favorite things about your counselor?
7. What are the characteristics of an "ideal summer counselor"?

Please see reverse



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8. Think about someone that you admire, what kinds of characteristics do they have that makes you respect them?

9. As a potential leader (not necessarily camp counselor), what are the skills you hope to gain over the summer?

10. What are you looking forward to in High School?

11. What are you not looking forward to?

12. What is your age group preference?

13. What is the best toy you've ever owned and why?



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Counselor in Training (CIT): Job Description

REQUIREMENTS:

- Must be in grades 9-12 (14 years old or older).
- Ability to assist in supervising and programming for a group of eight to twelve elementary age children
- Ability to supervise and ensure the safety of participants throughout the program.
- High level of motivation to participate and lead recreational activities, such as camp songs, group games, drama and art.
- Willingness and enthusiasm to work with diverse groups of people; diverse in terms of ages, race, class, gender, ability, etc.
- Desire to learn and have fun!
- Willingness to work a full shift per day

PRINCIPLE JOB FUNCTIONS:

- Maintains and promotes a safe and enjoyable environment in keeping with YMCA Day Camp Standards, objectives and goals.
- Demonstrate the "Character Counts" values of caring, respect, honesty and responsibility in all your dealings with members, guests, volunteers and fellow staff.
- Arrives on time and ready to work each day.
- Attends all CIT meetings and trainings.
- Helps lead both small group and large group activities, and is always actively involved with campers.
- Has physical, visual, auditory capabilities to respond quickly to critical incidents and emergency situations.
- Assists Camp Staff with daily programming.
- Insure that you are properly informed and understand all of your assignments.
- Supervise campers, insuring the safety and well-being of program participants.
- Maintain a clean and safe site and assist with opening/closing site, as needed.
- Promote and maintain open and positive communication with Day Camp Directing Staff, staff, parents and campers
- Provide a positive role by participating with enthusiasm and maintaining a positive attitude throughout the program.

Parent Name (Print) _____ Signature _____ Date _____

Participant Name (Print) _____ Signature _____ Date _____