

# Camp Raven

## Leadership In-Service & CIT Application

Volunteer Service Position  
Program for 8<sup>th</sup> grade and up

Priority given to applications returned by April 5th



Riverfield Country Day School  
2433 W. 61<sup>st</sup> Street Tulsa, Oklahoma 74132-1912  
918-446-3553 (phone) 918-446-1914 (fax)  
[www.riverfield.org](http://www.riverfield.org)

**DUE: April 5, 2019**

Camp Raven Leadership Training | Week 1, May 21-24 @ 8:30-3:00 \$150

Alternate Leadership Training for those still in school | May 28-30 @ 4:00-6:00 \$75

INSTRUCTORS: Fred Jones

What makes a good leader? Why is service important? Campers will be challenged with obstacles or situations requiring the use of patience, understanding, trust, and honesty. Skill sets for making a good leader will be practiced through the Camp Raven environment. First Aid Certification and Food Handler Permits will be issued to attendees of the full week session. Young trailblazers must enroll and graduate from this Leadership Training to be considered for CIT positions in the summer.

(Please Print Clearly)

CIT NAME: \_\_\_\_\_ GRADE NEXT FALL: \_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

ADDRESS (if different): \_\_\_\_\_

Certificates Held (Check all that apply)	Expiration Date
LIFEGAURD: <input type="checkbox"/>	
BABYSITTING: <input type="checkbox"/>	
FIRST AID: <input type="checkbox"/>	
CPR: <input type="checkbox"/>	
FOOD HANDLERS: <input type="checkbox"/>	
OTHERS BELOW: _____ <input type="checkbox"/>	

Letters of Reference		
Please request letters from each reference. Have letters sent to the above address. ATTN: Camp Director Returning CITs are required to obtain 1 letter of reference from current teacher or counselor. <b>New CITs are required to obtain 2 letters of reference; one from each category below.</b>		
	Employer, Adult Friend of the Family, Minister, etc.	Current Teacher or Counselor
NAME:		
ADDRESS:		
PHONE #:		
RELATION:		

Age Group Preference (Check all that apply)
1-2 year-olds: <input type="checkbox"/>
2-3 year-olds: <input type="checkbox"/>
4-5 year-olds: <input type="checkbox"/>
1 <sup>st</sup> -3 <sup>rd</sup> grades: <input type="checkbox"/>
4 <sup>th</sup> -7 <sup>th</sup> grades: <input type="checkbox"/>

\*Must be at least two grades older than preference.

Check activities you enjoy doing and feel you could help lead	
Dance: <input type="checkbox"/>	Sports: <input type="checkbox"/>
Reading: <input type="checkbox"/>	Computers: <input type="checkbox"/>
Hiking: <input type="checkbox"/>	Swimming: <input type="checkbox"/>
Nature: <input type="checkbox"/>	Arts: <input type="checkbox"/>
Cooking: <input type="checkbox"/>	Games: <input type="checkbox"/>
Animals: <input type="checkbox"/>	Other: <input type="checkbox"/>
Field Trips: <input type="checkbox"/>	_____

Please select the weeks you are available to serve: (Check all that apply)	
May 21-24 (Week 1) <input type="checkbox"/>	July 1-3 (Week 7) <input type="checkbox"/>
May 28-31 (Week 2) <input type="checkbox"/>	July 8-12 (Week 8) <input type="checkbox"/>
June 3-7 (Week 3) <input type="checkbox"/>	July 15-19 (Week 9) <input type="checkbox"/>
June 10-14 (Week 4) <input type="checkbox"/>	July 22-26 (Week 10) <input type="checkbox"/>
June 17-21 (Week 5) <input type="checkbox"/>	Jul29-Aug 2 (Week 11) <input type="checkbox"/>
June 24-28 (Week 6) <input type="checkbox"/>	Aug 5-9 (Week 12) <input type="checkbox"/>
Please list dates you cannot work during the sessions selected: _____	

Please answer the following questions in the space provided:

1. Have you had any past experience with Camp Raven? If yes, what type, when, where, how long?

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2. Have you had past employment or volunteer experience in working with children? If so, specify ages or grades.

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**--IMPORTANT--**

**Medical/Health/Emergency Information**

Students not attending Riverfield during the school year complete and sign all 2 copies of the Emergency Cards. Riverfield students, be sure to read and update your Emergency Cards before Leadership Academy week.

**CITs & Cell Phones**

CITs must have cell phones turned off while at Riverfield and may not call or text unless with permission.

**Lunch**

See the job description for information regarding lunches.

**CIT Training**

- This is an important volunteer position that may earn community service hours.
- Participants should be interested in becoming future staff counselors at Camp Raven. CITs serving 4 or more years at Camp Raven will be eligible to become a paid CIT their senior year.
- Because of the responsibility involved in being a CIT, volunteers are required to attend Leadership Training. An Alternate CIT Training is available for those still in school when the Week 1 CIT Training takes place. If you cannot attend either training session due to illness or school attendance, you must personally contact Kirsten Redmond at 918-894-0980 or [kredmond@riverfield.org](mailto:kredmond@riverfield.org) to make special arrangements for training.

My child will attend Week 1 CIT Training

My child will attend the Alternate CIT Training nights  
(no First Aid Certification or Food Handler's card)

- Training serves as a leadership development opportunity for students who desire to expand their abilities in communication, confidence, problem solving and safety. Students will learn how to effectively lead a group through a day of games, initiatives and teambuilding activities. Individuals will work to continuously improve their personal leadership qualities while bringing out the best in those around them.

**Transportation**

Parents are responsible for transportation to/from training session, during regular camp, and any overnight campouts or sleepovers that he/she signs up for during the summer. Students of driving age may drive to school but must park in the back faculty parking lot with the Riverfield and may only leave campus with permission from the Camp Director.

(please check all that apply)

My child will be driving to Riverfield

My child will NOT be driving to Riverfield.

My child will be a volunteer during which times of the day?

7:00am – 8:30am Will be assigned to an area to help teachers/counselors

8:30am – 3:00pm CIT volunteer hours

3:00pm – 5:30pm Extended hours (FEE involved) – will join After School Club

I have read and understood the job description and rules of conduct for CITs attached to this application.

Signature of Applicant: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ DATE: \_\_\_\_\_

# Camp Raven CIT Job Description & Rules of Conduct

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**Please keep this page for your reference.**

## **CIT Job Description and Specific Tasks**

- As a CIT volunteer, you are an assistant to help with the children. Counselors should be the communicators with parents. CITs should always refer parent questions to the counselors.
- Assist the counselor **to whom you are assigned** to the best of your ability.
- Set a good example for the children AT ALL TIMES – clothing, language, attitude, respect.
- Speak to all children, parents, other CITs and staff cheerfully and politely.
- Communicate first with the counselor if you need to leave the group for any reason.
- Breaks should be taken only when planned with your assigned counselor.
- After School Club time: all CITs are off duty and either leave RCDS at 3:00 or become part of the after school activities with the appropriate fee. CITs must enroll in extended care the Wednesday before you are working.
- Early arrivals (before 8:30) – CITs will be assigned work on specific tasks in any area of the program where help is needed, or with the class to which they are assigned.
- CIT duties will include, but are not limited to, assisting with daily routines such as setting tables for lunch, helping with cots, sweeping floors, washing tables, preparing or cleaning up from water play, assisting with art preparation, supervision, assisting with hikes to barnyard, pond or woods, etc.
- CITs will engage with children in appropriate manner for their ages.
- CITs will provide service as the counselor requests.
- CITs will assist children with self-help skills appropriate to their age needs and counselor's requests. This may include helping children start new activities, encouraging interest, understanding of activities, as well as applying sunscreen and/or bug spray.
- Redirect children to acceptable activities if there has been a problem. Get counselor assistance if child resists. Never verbally or physically punish children. If a child is unable to be redirected or consoled, speak directly with a counselor.
- Be a good listener. Have fun. SMILE!

## **CIT Rules of Conduct**

- No gum (it's the rule this side of the bridge).
- CITs meet on Fridays from 1:00pm-1:30pm (in the camp office) to work on the schedule with the Camp Director.
- You must observe Riverfield dress code at all times- enclosed tennis shoes or hiking boots with socks (flip flops may be worn only to the pool). Remember to dress appropriately for your camp (i.e. tennis shoes for sports camps, hiking shoes for woods camps).
- Lunch should be brought from home unless you have signed up for lunch for the week. Lunches MUST be purchased the WEDNESDAY BEFORE you are going to work. Lunches are not available on a daily basis.
- You may purchase soda or snack from the teachers' lounge with counselor permission.
- The main kitchen is for school personnel only; no CITs.
- Personal items from home may only be used on break or at lunch (i.e. cell phones).
- Breaks: You may take a break during your group's rotation time. At all other times of the day you should remain with the group you have chosen for the week.
- Riverfield is a closed campus for CIT's 8:30-3:00. If you drive, you may not leave without permission from the director.
- Cell phones may only be used for personal use during break times. Cell phones may be used when asked to take photos or videos to record activities by your counselor.
- If you arrive before 8:30, please join the rest of camp outside or in the Library and a task will be given to you.