



Counselor-in-Training (CIT) Leadership Program 2024

Santa Fe College (SF) is committed to maintaining a work and educational environment that embraces diversity and where no member of the college community is excluded from participation in, denied the benefits of, or subject to discrimination in any college program or activity based on: their race, ethnicity, national origin, color, religion, age, disability, sex, pregnancy status, gender identity, sexual orientation, marital status, genetic information, political opinions or affiliations, or veteran status. This commitment applies to employees, volunteers, students, and, to the extent possible, to third parties, applicants for admission, applicants for employment, and the general public. For further information see: <http://www.sfcollege.edu/eaao/>. Lara Zwillig, Equity Officer and Title IX Coordinator 3000 NW 83rd Street, Building R-Annex, Room 113, Gainesville, FL 32606, Phone: 352-395-5950; Email: equity.officer@sfcollege.edu

College for Kids

Santa Fe College Counselor-in-Training Leadership Program

Table of Contents

Overview	2
Guidelines for CITs	4
Tips on being a successful CIT.....	5
Benefits of being a CIT.....	6
A CIT's Self-Evaluation.....	6
Golden Rules.....	7
College for Kids General Information	8
Rules/Regulations.....	9
Procedures for Injuries or Emergencies/Staff Information.....	10
Santa Fe College Map	11

CFK Office

Room: A-028 during CFK Camp; Phone: 352-395-5398
(Staffed only during CFK Program at 9:00 am - 4 pm, Monday - Friday)
Please call Community Education office at 352-395-5193 at other times.

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Congratulations! You have been accepted to participate in the 2024 Counselor-in-Training (CIT) Leadership program at Santa Fe College. This is a great opportunity to develop personal and interpersonal leadership skills by assisting in the College for Kids program.

The CIT program is part of the College for Kids (CFK) program and consists of three 1-week camps running from July 8 thru July 26, Monday-Friday between 9 am - 4 pm. You will be given different assignments each week assisting in CFK camps and activities. You will receive leadership training and participate in college readiness workshops. The CFK program can be used for school service hours. The Santa Fe College for Kids CIT coordinator will provide a certificate for service hours completed at the end of camp.

A Counselor-In-Training (CIT) assists with:

- Welcoming students and check-in procedures
- Assisting at drop-off/pick-up and escorting students to various location as necessary
- Activities in the classroom/laboratory
- Performing various miscellaneous tasks as requested by instructors and CFK staff

CIT's are required to attend the CFK orientation and training, which will be held at SF College on June 7 from 12 pm – 3 pm. **CIT's are required to complete a Level II background screening & fingerprinting each year, which will be completed at ARC of Alachua County.** This is required for anyone who works in direct contact with children. CIT's will be registered for the background screening at the CFK orientation. Student's will need to know their social security number and have a photo ID. CIT's will be given the paperwork and instructions during orientation for scheduling their fingerprinting/background screening. All CIT's are required to commit to at least two weeks (out of the 3 week camp sessions).

If you have any questions on the CIT program before CFK, please feel free to contact the Community Education office at 352-395-5193 or e-mail rosalind.roberts@sfcollge.edu.

Again congratulations! We look forward to having you participate in the 2024 College for Kids Leadership Program.

Sincerely,

Tanasha Reshard

Coordinating Staff for CIT Leadership Program

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GUIDELINES FOR SF COLLEGE FOR KIDS COUNSELOR-IN-TRAINING (CIT's)

- Arrive on time. If an emergency arises, you must contact the CIT program coordinator.
- Wear CFK T-shirt with jeans/pants or shorts each day of the camp. The shorts must be of appropriate length. If you hold your arms down to your sides, your shorts should be longer than your fingertips. Sneakers/close-toed shoes must be worn each day. Any CIT not properly dressed will be asked to go home and change. The CFK T-shirts may not be altered in any way.
- Umbrellas are not allowed. You may bring a poncho.
- Always conduct yourself in a professional manner.
- In your interaction with students, know that you are setting an example.
- Treat ALL students with respect, enthusiasm, and courtesy.
- Report any accidents/incidents to your instructor & CIT coordinator immediately, no matter how minor.
- Participate in all classroom activities, under the direction of the instructor.
- Do **NOT** use your cell phone, except in the case of an emergency.
- Abide by Santa Fe College and College for Kids policies.
- CIT's will receive a certificate of completed service hours at the end of camp.
- Contact the program coordinator with any questions or concerns.

Please enjoy the summer, enjoy getting to know each student, and above all else, remember that you are a role model for all CFK students, so give it your all!



Tips on being a successful CIT

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1. *Enthusiasm is the key.* If you are not excited about the program, the students will pick up on your "I'm just here...." attitude.
2. *Work hard to involve each student in the program.* Students who feel they are a part of the program will be more engaged.
3. *Establish rapport with campers;* some suggestions are:
 - a. Take the time to talk with everyone in your group.
 - b. Be present! Give campers your full attention/be a good listener.
4. *Set a good example:* The students will watch you closely and will be strongly influenced by your attitudes and behavior. No profanity and no public displays of affection (PDA) are allowed.
5. *Follow directions* given to you by the CIT program coordinator and camp instructor.
6. SF College has a zero *tolerance for bullying and/or harassment.* Be a good role model for bullying intervention. Calmly step in when you see a bullying situation. Do not react with anger or attempt to shame. Just state the request (i.e. 'The name calling stops this instant. It's against our rules.')

A successful

- Is a good
- Encourages
- Sensitive to

TEAMWORK

makes the dream work...

CIT is one who:

role model
others
individual's needs



- Establishes friendship
- Listens with attention
- Positively reinforces campers
- Looks for solutions to problems
 - Reflects patience
- Accepting/tolerant to individuals' differences

Benefits of the Counselor-In-Training (CIT) Program

- Participate in college readiness & leadership workshops
- Learn conflict resolution skills & how to work as a team

- Take career &

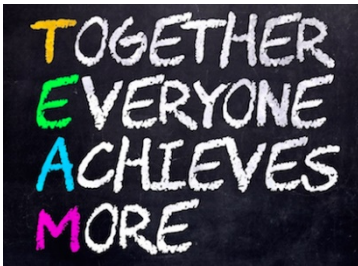
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personality profile assessments

- Use your unique talents and abilities
- Develop a greater knowledge of working with younger students
 - Create/foster new friendships
 - Learn from CFK Instructors/staff
 - Gain service hours
 - Improve communication skills

CIT Self-Evaluation

1. Am I having fun being a CIT?



2. Do I take the time to try to understand each student?

3. Am I a good role model? Do I avoid the “do as I say, not as I do”



frame of thought?

4. Am I dependable and on time? Prepared and engaged for each day?

5. Am I hurt by criticism or do I accept it as a basis for growth?

6. Do I remember to let the students know when they have done well?

7. Am I open to learning new things in the classroom?

8. Am I proactive in problem-solving?

9. Are the students having fun while learning? Do they look forward to coming to camp?

10. Have I made a positive impact on campers?

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Guidelines for Effective Communication

You will achieve success if you are positive, enthusiastic, and well-prepared. In addition, communicating effectively is extremely important. Implement the following tips to make a lasting impression:

1. **Greet students and parents every day.**
2. Realize your words can affect the way an individual feels about him/herself.
3. NEVER talk about the students to other campers, CIT's or staff while other students are present.
4. Keep personal conversations to the minimum.
5. Make all efforts to know the students' names by the end of the first day.
6. If you are approached with a complaint, direct the person to speak with an instructor or coordinator.

GOLDEN RULE: Parents have only two contacts with the program--at drop-off in the morning and pick-up in the afternoon. These are the times when their opinions of you and the program are made--make these impressions lasting ones!

A. Communicating with Parents:

1. Use positive statements when talking about the program or the camper
2. If parents have questions, direct them to an instructor or the coordinator.
3. Never discuss a child or their family with others. Maintain confidentiality!
4. Avoid talking about a child with him/her present.
5. **Never share your personal contact information.**

B. Communicating with campers:

1. Use positive statements. DO NOT CRITICIZE.
2. Listen to the camper and respect individual differences.
3. Never ask campers to do something that you would not do yourself.

C. Communicating with Staff:

1. Know who to go to with questions, concerns, etc.
2. Never discuss a child or his/her family with other CIT's.
3. Arguments amongst staff cause tension and affect morale. Any disagreements amongst staff or other CIT's should be addressed with CIT coordinator.

Report all behavior problems to CFK/CIT Coordinator. Your role as a CIT is to help the staff in maintaining appropriate behavior, by setting a good example and being a positive role model.

College for Kids (CFK) General Information

1. CFK is designed as an academic and enriching educational experience and participation in the program is voluntary.

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2. Please
sure that
campers are

dropped off in their classroom no earlier than 15 minutes before camp starts; Campers should be picked up immediately when the program is over.

3. Campers are to be supervised by CFK staff at all times.
4. Bathroom breaks will be held between classes and during assigned breaks.
5. Each student will be issued two CFK Camp T-shirts. **Campers are required to wear the issued CFK T-shirts during camp; T-shirts may not be altered in any way.**
6. Parents may pack healthy snacks for their children. Water bottles are recommended. Use of SF College vending machine is strongly discouraged.
7. Parents/legal guardians are responsible for student transportation to and from the NW campus.

Remember: Students must be signed in & out each day in their designed classrooms!

Morning/AM & FULL DAY Camps Drop-off: At student's camp classroom:

- Morning Half-Day and FULL DAY Campers may be dropped off beginning at 8:45 am at their camp classroom and must arrive by 9:00 am.
- Half-Day Students must be picked up by 12:15 pm from their camp classroom.

Afternoon/PM Camp Drop-off for HALF-DAY Campers/Students:

- Afternoon half-day campers/students may be dropped off beginning at 12:45 pm at their camp classroom and must arrive by 1 pm

Afternoon/PM Camp & FULL DAY Camps Pick-up:

- Students/campers will be picked up from their PM classroom by 4:15 pm.
Please note that students/campers picked up late will be assessed a charge of \$15 after 4:30 pm, payable to Santa Fe College. **If the student/camper is not picked up by 4:30 pm., they will be taken to the SF Police Station on NW Campus. **

Early pick-up: From the CFK office in A-028

- If a student/camper needs to be retrieved early during the day, please have the parents call the College for Kids office at 352-395-5398 at least 15 minutes prior.

Consequences to CIT/Campers Disciplinary Incidents

Santa Fe College requires that all participants, regardless of age or grade level, adhere to the following rules of the college and Community Education/College for Kids program. Therefore, students who have a disciplinary problem in class with an instructor or in any way

with the
will have
or

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CFK Program
their parents
guardian

notified immediately. To ensure that disruptive behavior will not be repeated the CFK coordinator and parents will take the appropriate measures. If a second behavior problem occurs, the parent or guardian will be notified, and the student will be expelled from the CFK program **without a refund**.

Rules & Regulations

Proper standards of conduct are necessary to protect the health, safety and well-being of all CFK and SF students. The following actions will **NOT BE TOLERATED**:

- Disruptive behavior of any kind.
- Discourtesy to fellow students, staff or the public.
- Disregarding the instructions of the program coordinator, instructors, or other staff members of the CFK program.
- Making indecent or sexual remarks and/or gestures to anyone.
- Fighting and/or assaulting others (verbally or physically).
- Dishonesty and/or unauthorized possession of college property, or the property of others.
- Going **ANYWHERE** on campus unescorted by a CFK staff member.
- Destruction of property or equipment. This includes, but is not limited to, writing on walls or anywhere in the building, tearing out pages of books, carving into desks or any other property belonging to Santa Fe College.
- Carelessness or the unnecessary waste of materials.
- Horseplay of any kind, whether it results in injury or damages. This includes but is not limited to: yelling in any hallways, running, pushing, or throwing of objects.
- Sleeping during class hours.
- No foods, gum, drink, or candy is allowed in the classroom. (Water is allowed in a sealable container.)
- **No headphones, cell phones or tablets are allowed in the classroom.** (If a student is caught using these items in class, it will be removed from his or her possession and the parent/guardian may retrieve the item from the College for Kids office at the end of the day.)
- No profanity!
- No weapons of any kind or of any size.

Procedures in Case of Injury

If you suffer any injury or illness, no matter how minor it may seem, **report it immediately to your instructor or CFK personnel**. If you have any questions, please ask your instructor or the CFK coordinator. We are here to help you reach your goals and meet success at every level.

CFK

College for Kids **Coordinating Staff**

Tanasha Reshard (Coordinating Staff for CIT's/Instructors)

Cellphone: (352) 681-9949

E-mail: nasha352@yahoo.com

Melissa Baker (Coordinating Staff)

Cellphone: (352)256-1309

Email: bakerms@gm.sbac.edu

Jennifer Mullis (Community Education Coordinator)

Cellphone: (352) 430-8292

Email: Jennifer.mullis@sfcollge.edu

Rosalind Roberts (Manages CFK Office)

Office Phone: 352-395-5193

E-mail: Rosalind.roberts@sfcollge.edu

Emergency Phone Numbers

Campus Police (non-emergency)352-395-5519

Campus Police (emergency).....**352-395-5555**

Ambulance & Fire.....911

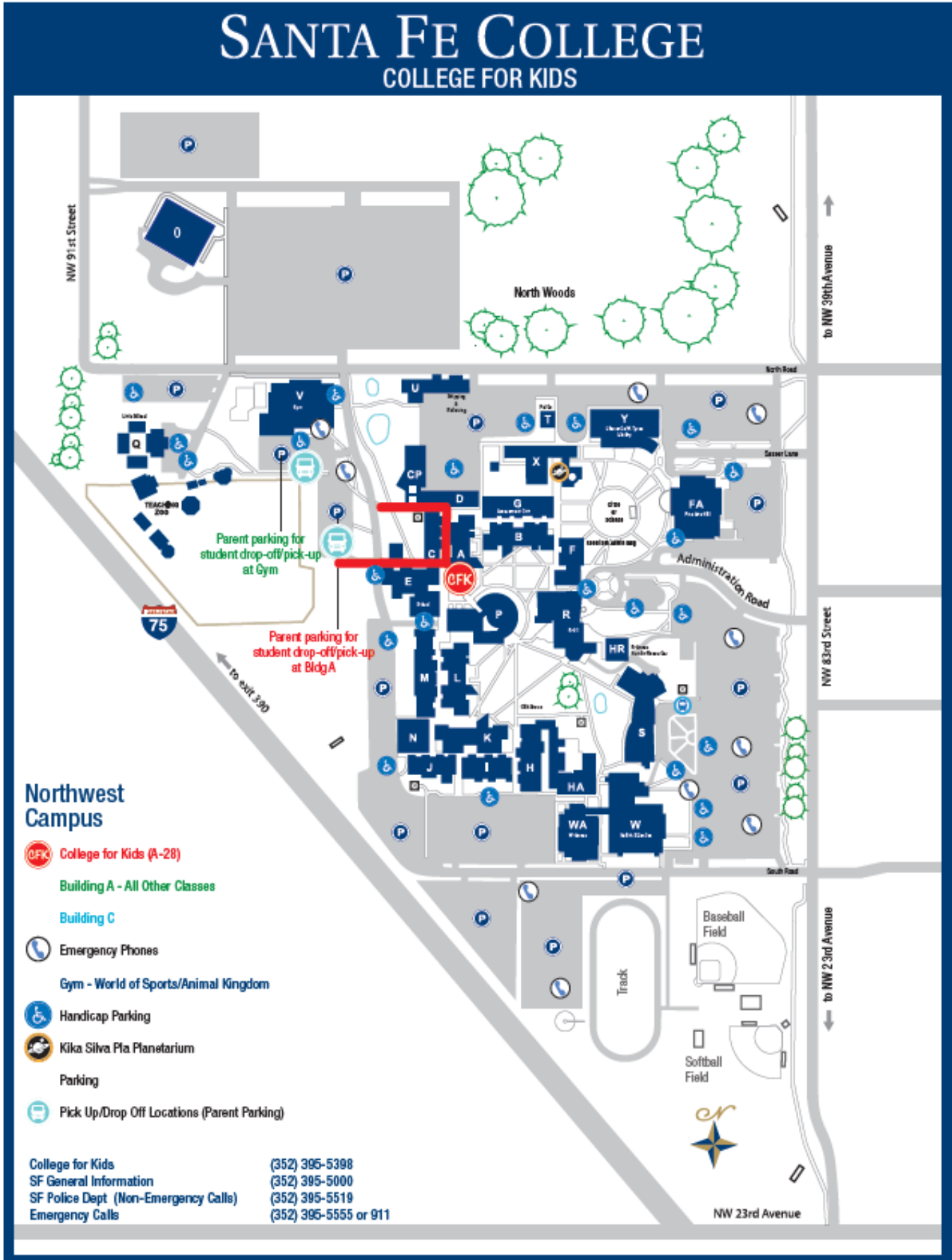
College for Kids.....352-395-5398 (available only during CFK program)

Community Education.....352-395-5193 (available outside program hours)

SF SANTA FE COLLEGE

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SANTA FE COLLEGE COLLEGE FOR KIDS



Northwest Campus

- College for Kids (A-28)
- Building A - All Other Classes
- Building C
- Emergency Phones
- Gym - World of Sports/Animal Kingdom
- Handicap Parking
- Kika Silva Pla Planetarium
- Parking
- Pick Up/Drop Off Locations (Parent Parking)

College for Kids (352) 395-5398
SF General Information (352) 395-5000
SF Police Dept (Non-Emergency Calls) (352) 395-5519
Emergency Calls (352) 395-5555 or 911

NW 23rd Avenue