

RECREATION LEADER-IN-TRAINING POLICIES

ELIGIBILITY

In order to be considered for the ReLiT Program the applicant must be at least 14 years of age and have completed eighth grade. Preference will be given to those who are former campers in good standing in the City of Oak Ridge summer programs.

RECLIT PROGRAM SCHEDULE

The ReLiT program takes place throughout the summer coinciding with the city summer camp. Each ReLiT session includes two consecutive weeks of camp. Applicants must commit to the entire two week period. Daily schedules will be 6 to 8 hours depending on the camp activities for the day. Applicants are required to work a minimum of one session (2 weeks) but may request to work additional sessions. After assignments are made changes may not be able to be accommodated.

_____	ReLiT Session A	Camp weeks I and II – June 3-8 and June 11-15
_____	ReLiT Session B	Camp weeks III and IV – June 18-22 and June 25-29
_____	ReLiT Session C	Camp weeks V and VI – July 2-6 and July 9 – 13
_____	ReLiT Session D	Camp weeks VII and VIII – July 16-20 and July 23-27

RECLIT PROGRAM INFORMATION

The ReLiT Program offers the participants the opportunity to interact with children, lead activities and participate in camp programs including field trips, special events and theme days. ReLiT participants fulfill many different roles at Summer Camp. They must have a sincere desire to work with children, a strong work ethic, lots of energy and creativity, a positive attitude and the ability to put the younger children's needs ahead of their own.

TRAINING

Mandatory workshops will be held at the Oak Ridge Civic Center, times and dates to be announced. ReLiT applicants must be certified in First Aid prior to the start of camp. Those who are not certified must attend first aid training at the Oak Ridge Civic Center on Thursday afternoon, May 24 at 2:00 p.m. ReLiT applicants must also attend portions of staff training the week of May 29- June 1, 2012. The exact days and times will be announced after final ReLiT selections are made.

The workshops will cover a variety of topics including teaching games and activities, positive discipline techniques, age group characteristics of children, safety, CPR and First Aid, conflict resolution, teamwork, and camp operations.

CAMP RESPONSIBILITIES

The objective of the ReLiT program is to give young teens the opportunity to learn leadership skills, develop responsibility and gain experience in working with younger children in a camp environment. Each ReLiT will be expected to be a role model for the younger children through their attitude, language, appearance and actions. They will experience a hands-on learning experience by assisting other camp staff in the day to day operation of the camp. The goal is to learn how to make the transition from camper to counselor. Specific responsibilities may include the following:

- Lead a game
- Teach a sports skill
- Assist with a craft activity
- Help plan and set up theme day or special event activities
- Assist a Recreation Leader in supervising younger campers while on field trips
- Escort children from one activity to another
- Retrieve or put away equipment and supplies
- Help supervise lunch and snack time
- Assist with organizing and clean up

COST

Participants in the ReLiT program will be charged \$40 per week. Fees will cover training materials, staff shirts, travel expenses and field trip admissions.

EVALUATION

Each ReLiT will be evaluated at the end of each session worked. Evaluations must result in an acceptable or better rating for the individual to continue in the program. The ReLiT will be evaluated on attitude, dependability, ability to relate to children, cooperation with leaders and supervisors, safety knowledge/practice and compliance with policies/procedures.

APPLICATION PROCESS

1. ReLiT applications must be turned in by the first Monday in May.
2. Along with the application, applicants must submit three reference letters. Teachers, coaches, religious leaders and employers are all excellent choices for references. A letter from a family member can be included but does not count as one of the required three.
3. Interviews will be conducted in May of each year.
4. The applicant and parent must sign a "Release of Information Form" giving permission for the City of Oak Ridge personnel department to request records checks from the Oak Ridge Police Department.
5. If an applicant lives outside of the city limits he/she must acquire a records check from the police department in the city/county where he/she lives. All records checks must be submitted before the applicant can be considered for selection.
6. Selection will be based on the application, interviews, reference letters, records checks and history as a participant in the City of Oak Ridge summer program or in a similar camp program.
7. Notification of selections will be made by the Tuesday following Memorial Day.