



## WELCOME TO CATALINA ISLAND CAMPS!

Catalina Island Camps (CIC) is located on the remote west end of Catalina Island at Howlands Landing. Founded in 1922 as a resident summer camp for boys, we now provide our unique island experience to boys and girls entering 3rd to 10th grade. The success of CIC is due, in large part, to the quality of the staff we hire. We have campers return year after year and when we ask them why, they often reply, "Because I loved my counselor."

A job as a CIC Counselor is extraordinarily demanding and you should only consider applying for a position if you love working with children and other staff members in a very close environment. Life at camp requires staff members to sacrifice their normal living habits and serve as role models to our campers. This job is not for everyone! Successful counselors are dynamic, energetic and patient people who thrive on being outdoors and recognize that children need support and encouragement to be responsible adults.

This handbook will introduce you to our philosophy, program and life as a staff member so that you can decide if a job as a CIC Counselor is for you. If you have any questions about camp or the application process, feel free to call us at 1-800-696-CAMP.

Sincerely,  
Rasheed Anthony  
Summer Camp Director

## WHAT IS CIC?

**Mission:** Catalina Island Camps provides unique opportunities for children to develop life-long skills in a fun and cooperative group living environment!

As a Result of being at camp, campers will develop

- A Positive Identity
- Social Skills
- The Value of being a Contributing Member of a Positive Community
- An Appreciation for the Natural Environment

### Philosophy

We believe that young people are able to accomplish their goals when they are placed in a noncompetitive and supportive environment. All of our activities are geared to the participant with a minimum level of participation with a "challenge-by-choice" option. This means that our campers can choose not to participate in an activity if it makes them uncomfortable but are required to attempt the basic skills in that program area. For example, in the High Ropes Course, the "MLOP" is putting on a harness and walking up to the apparatus. As a counselor a large part of your job is to encourage campers to try new things and push themselves beyond their comfort level. Done thoughtfully and patiently children can overcome their fears and increase their self-respect.

While many camps allow campers to choose their own activities, the program at CIC is group-centered so that our campers benefit from living and playing with the same group of peers. We feel that group living situations are incredible opportunities for young people to develop social skills. Not only are they great forums for making friends, but often situations will arise in cabins that require everyone's input to resolve. As a counselor you will facilitate group conversations and guide your cabin to reach their own conclusions. This group-centered approach is the backbone of the CIC experience and enables us to give young people the social tools they will need as they grow older.

# WHY WORK AT CIC?

## **Kids**

A job as a CIC counselor is an opportunity to have a lasting positive impact on the lives of children. You will be asked to be a leader and role model for a group of young people twenty-four hours a day. Your campers will want you to play with them, tie their shoes and talk about life. They will want you to be their friend. You will also need to be mature enough to tell a camper "no" and handle the temporary tension this creates between the two of you. These are difficult things to do and they require a person who is flexible and patient.

## **Friends**

While role modeling for campers is the most important aspect of your job, being a counselor also provides an incredible opportunity to develop friendships with other staff. CIC is a very close knit community and there is something special about living & working with people who share your enthusiasm for working with children. Our returning counselors love orientation week where they have an opportunity to reunite with the friends they have been writing to all year. At the end of the summer you will be amazed at the friendships you have made.

## **Catalina Island**

Our site is on 22 acres of waterfront property on the west end of Catalina Island. The setting is awesome. First time visitors to camp usually spend their first day in disbelief that such a pristine and beautiful area exists just twenty-six miles from Los Angeles. In order to take advantage of our unique environment all of our activities occur outdoors. (We even eat our meals in an outside dining area!) It is our experience that counselors who love being outdoors and don't mind being dirty got the most out of their time at camp.

## **Ocean Futures**

CIC is fortunate to have Jean-Michel Cousteau's Ocean Futures organization as a partner. Jean Michel Cousteau is the son of Jacques Cousteau and is internationally known for his study and advocacy of the marine environment. With Ocean Future's assistance we incorporate marine ecology into our program during the summer and hold Family Camp at the end of the summer. Our largest cooperative project is the school year Catalina Environmental Leadership Program (CELP). Using marine and terrestrial ecosystems as models, CELP draws parallels between human lifestyles and educates young people about the importance of efficient and responsible resource consumption.

*"Those times when the nine individual campers come together  
as one unified group is just flat awesome to see."  
-Stephen Clarke, Cabin Counselor, Age 20, Nuevo, CA*

# WHAT DO WE DO AT CAMP?

## **Cabin Groups**

We hire 60 staff members each summer to be leaders for the 160-190 campers we have in camp every session. Campers are placed in cabins based on their grade in school with a max of 10 campers in each cabin. There are 10 cabins in boy's camp and 10 cabins in girl's camp for a total of 20 cabin groups.

## **Program Cycle**

The summer program at CIC is eight weeks long and most campers come to camp for a two week session, so we have designed a two week program cycle which we repeat three times each summer. Obviously there are adjustments and changes made each session, but the overall structure remains the same.

**Week #1-** During the first week of camp cabin groups are pre-scheduled to participate in all of the camp activities. In doing this we give campers the opportunity to experience the entire camp program.

**Out-of-Camp Overnight-** On Monday of the second week of camp everyone participates in an overnight to different parts of Catalina Island. (Our youngest campers remain at camp for an IN-Camp Overnight)

**Week #2-** After returning from the overnights, campers spend the remainder of the second week participating in badge work activities. Campers are allowed to choose which activities they want to specialize in. If campers are able to complete several different components of an activity they receive a badge at the awards banquet on the final Sunday of the session.

## **Evening Program and Special Events**

Evening Program are held after " Zone Time" each night we hold activities that allow the whole camp to come together as a group. Often these activities involve staff and campers dressing up in silly costumes and performing silly skits and stunts. There are a couple of activities that we repeat each week or each session, such as movie night, but we try to keep it new and fresh, (for long-term campers and staff).

Special Events happen every Saturday morning when half the staff is on time-off. Special events are all camp activities such as Water Carnivals and Olympics.

Thursday Morning Adventures happen when camp is at half staff as well. These adventures take place near our cove and range from challenging hikes up to Howlands Peak to Kayaking and Skin Diving in the Bath Tubs.

# WHAT IS A TYPICAL DAY LIKE?

## Daily Schedule

6:20 AM Early Morning PBA (optional and for select campers)  
7:30 AM Snooze-You-Lose game  
7:45 AM Morning Flag  
8:00 AM Breakfast  
8:45 AM Cabin Cleanup  
9:15 AM Cabin Inspection  
9:20 AM Activity Period #1  
10:50 AM Activity Period #2  
12:15 PM Lunch  
1:00 PM Cabin Time  
2:00 PM Activity Period #3  
3:30 PM Activity Period #4  
5:00 PM Shower Time  
5:45 PM Evening Flag  
6:00 PM Dinner  
7:00 PM "Zone Time"  
7:45 PM Evening Program  
9:30 PM Lights Out / Patrol  
11:30 PM Staff Curfew

## Staff Patrol & Curfew

Living and working with a group of children is very demanding. Patrol is an important opportunity for you to have personal time to write letters, watch TV, talk on the phone or hang out with other staff. Once your campers are in bed and on their way to sleep, you have the opportunity to leave your cabin to unwind. It is important to remember that this is not time-off and venturing far off should not be an option.

At 11:30 PM you must check in with patrol and return to your cabin. (Don't worry, you'll be tired.) The reason we have a curfew is so that the patrol staff can go to bed and the campers can continue to be supervised. Studies show that this is one of the most vulnerable times for campers, so making sure that we are back on time and within close proximity is vital to this part of camp.

During this patrol time we also hold a weekly staff meeting.

*"Times of low energy and exhaustion happen because we are human and working hard.  
However, the kids are only here for two weeks and go full force all day long, therefore so must we."  
-Angie Patterson, Cabin Counselor, Age 22, Eugene, OR*

# WHAT IS LIFE AS A STAFF MEMBER LIKE?

## **Accommodations**

As a staff member you will live in a cabin with up to 10 campers and a co-counselor. The cabins are rustic one-room, single-wall structures with canvas covers over the windows. You will sleep on a bunk bed which has a wooden frame and a single mattress. The showers at camp are locker room style and there are several faucets in each bathroom that are also shared. As you can see there is little privacy at camp and you need to be comfortable living this way to have a successful experience as a staff member.

## **Staff Lounge**

CIC provides a staff yard and a lounge with a couch, TV and VCR. The staff yard has several picnic tables to eat meals at on your time-off as well as a foosball table, small weight set and dart board. We also have small storage lockers that are available for you to store food and other personal items for use on your time-off.

## **Staff Time-Off**

While incredibly rewarding, working with children day-in and day-out is taxing on your physical and mental energy. It is very important to have regular breaks from your campers so that you can unwind and share your experiences with other staff.

### *Daily Time-Off-*

CIC provides staff with a daily time-off that includes a meal. (For example, if you had the lunch shift off your time-off would start at 12:15 p.m. and end at 1:45 p.m. This includes the time you spend eating lunch.)

### *Weekly Time-Off-*

In addition to daily time-off staff members also receive one 20 hour break each week. These occur on either Wednesday evening or Friday evening at 5pm and run until 1:45pm the following day. We make reservations for you at various campgrounds on Catalina. We also make every effort to provide transportation to these campsites as well into the local town. You will also have an opportunity to visit Avalon, the only major town on Catalina Island, if you choose on your Extended Time Off.

*"The hours are long and exhausting and there is little privacy, but the experience is like no other.  
If you love and can work with kids you'll love working at Catalina Island Camps."  
-Vanessa Neill, Boat Driver, Age 24, Melbourne, Australia*

# WHAT JOBS ARE AVAILABLE?

In order to work at CIC you must meet the following criteria:

1. Be 19 years old or have completed your first year of college
2. Be available from June 10th through August 18th, 2009
3. Be First-Aid and CPR certified (American Red Cross)
  - Waterfront specialists must be Waterfront Lifeguard certified
4. Be able to obtain a required pre-camp physical examination or be able to have a physician verify your health by signing your health form
5. Be willing to maintain a well-groomed appearance during the entirety of your employment
6. Be able to move lots of luggage.
7. Remove any body piercings that can not be hidden and hoop earrings. (Studs are okay.)

## **Cabin Counselor**

Cabin counselors are responsible for their cabin group as they travel around camp to their daily activities. Cabin groups are all one grade or a mix of two consecutive grades. As a cabin counselor you remain with your group the entire day and participate in activities with your campers. In a typical day you will need to be a coach, an older sibling, a parent and a friend.

You will share your responsibilities with an activity specialist who is your co-counselor. You both live with your campers and participate together in evening program and cabin closing. A significant part of your job is to communicate with your co-counselor and develop expectations so that everyone in your cabin has a consistent framework for dealing with conflicts.

## **Activity Specialist**

Activity specialists spend the majority of their day teaching in a particular program area. Each activity period lasts 1 hour 20 minutes and there are four activity periods per day. Activity specialists must have previous teaching experience or significant personal accomplishment in the program area they are applying to teach. Camp activities are geared to the level of the participant and though all campers can choose not to participate we do have minimum participation requirements for some activities (i.e. putting on a harness even if the camper is not going to climb).

Activity specialists (except Outdoor Leaders, boat drivers and 1 Photo Journalism Specialist) live in a cabin with a cabin counselor and up to 10 campers. You are expected to be active participants with your cabin and serve as a Cabin Buddy. You must communicate effectively with your co-counselors so that you are comfortable with the cabin dynamic.

## **CABIN COUNSELORS**

### Boys / Girls Cabin Counselor-

# of positions: 20 (10 male, 10 female)

Job description: Spend entire day with your cabin group. Travel and participate with group at all of the camp activities. Implement creative ideas for cabin clean-up, hosting at meals, flag ceremonies, campfires, etc. Resolve discipline issues within cabin group.

Job requirements: Current CPR & First Aid certification. Experience working with young people in one-on-one and group situations. Comfortable traveling by boat as you will make five trips to the mainland to pick up new campers.

## WATERFRONT SPECIALISTS

### Sailing-

# of positions: 5 + 1 Lead Sailor

Job description: Teach sail theory class in the A.M activity periods when the winds are low. In the afternoon you will rig boats and either sail a 14ft Capri with 3-5 campers or teach our older campers how to sail the Sabots from a chase boat. Sailing instructors will also have shifts as the tower lifeguard.

Job requirements: Current Waterfront Lifeguard certification.\* Experience with 8-14ft centerboard and keel boats. Previous teaching and sailing experience preferred.

### Boat Driver-

# of positions: 3 + 1 Lead driver

Job description: Wake-up at 6:00 A.M. to drive and instruct early morning waterskiing and wakeboarding. Continue driving and teaching through the morning. In the afternoons you will refuel your boat, perform routine maintenance and possibly drive chase boats for the sailing program, cleaning the hull of the boats, maintaining equipment, etc. Each instructor will also have shifts as the tower lifeguard. Other duties include assisting in the camp store during store time and select evening programs.

Job requirements: Current Waterfront Lifeguard certification.\* Experience driving a boat and pulling. Previous teaching experience preferred. Comfortable waking up at 6:00 AM to pull.

### Skin Diving-

# of positions: 5 + 1 Lead diver

Job description: Skin divers teach a variety of activities including skin diving, marine ecology, and ocean kayaking. All skin diving instructors will be on a teaching rotation so that each instructor will teach each program area. Each instructor will also have shifts as the tower lifeguard. Training for these activities is given before and during staff orientation week.

Skin diving: Outfit groups with mask, snorkel, fins and wetsuits. Teach campers how to clear mask and snorkel after diving underwater. Take groups to the various sides of the cove to explore. Explain and identify basic marine animals and plants.

Ocean kayaking: Teach campers basic paddling techniques. Practice paddling and playing games in the cove. Take groups on paddling outings to other coves.

Marine ecology: Play a variety of games which illustrate very basic marine science principles. Use identification sheets to explain to campers the different sea-life they will encounter while skin diving.

Job requirements: Current Waterfront Lifeguarding certification.\* Any of the following: Experience skin-diving or scuba diving. Experience Ocean kayaking. Background in a marine science. Previous teaching experience preferred for all of the above. (Please note: as explained above, training is provided for these activities before and during staff orientation)

## LAND SPECIALISTS

### Arts & Crafts-

# of positions: 1

Job description: Work with a variety of artistic mediums including leather, paint, clay and wax. Focus is on a relaxed and traditional craft program. Projects include: sand candles, fimo beads, lanyards, friendship bracelets, leather tooling, clay sculpting, etc. Every second week during badge work tie-dying is offered.

Job requirements: Current First Aid & CPR certification. Experience working with children and art projects. Experience tie-dying preferred and able to create activities for different age groups, with the same materials.

### Target Sports-

# of positions: 2

Job description: Each instructor will be cross-trained in both archery and riflery (air rifles). Each target sports instructor will be on a teaching rotation so that they instruct both activities.

Job requirements: Current First Aid & CPR certification. Familiarity with archery safety requirements and rudimentary skills or experience with basic gun safety and operation.

### Challenge Instructor -

# of positions: 5 + 1 Lead Climber

Job description: Challenge instructors teach a variety of activities including climbing, high ropes course, low-ropes initiatives and group games. All Challenge instructors will be on a teaching rotation so that each instructor will teach each program area. Training for these activities is given before and during staff orientation week.

Climbing Wall: Set-up ropes and safety equipment. Outfit groups with harnesses and helmets. Teach basic climbing moves. Belay campers on the wall and teach cabin counselors to belay.

High-ropes course: Set-up ropes and safety equipment. Outfit groups with harnesses and helmets. Explain each ropes course activity. Belay campers on the ropes course.

Low-ropes initiatives: Facilitate group initiatives with and without equipment. Process group experiences so that cabin groups begin the process of communicating and team-building.

Group games: Lead a variety of non-competitive games with one or two cabin groups. Program is designed to facilitate play in a non-threatening atmosphere so that as many children as possible want to participate.

Job requirements: Current First Aid & CPR certification. Any of the following: Experience belaying and climbing. Experience playing a variety of games that involve 10-20 people. Experience participating in initiative/challenge course activities. Previous teaching experience preferred for all of the above. (Please note: as explained above, training is provided for these activities before and during the staff orientation week.)

### Naturalist -

# of positions: 2

Job description: Naturalists teach a variety of activities including gardening, composting, nature hikes and tide pooling. All naturalists will be on a teaching rotation so that each instructor will teach each program area. Training for these activities is given before and during staff orientation week.

Job requirements: Current First Aid & CPR certification. Experience with gardening, composting, or environmental education. Previous teaching experience preferred.

### Outdoor Leader-

# of positions: 3

Job description: Responsible for the planning in Day Trips, Little Geiger, Outdoor Cooking and wherever else they are needed throughout the day. This job requires versatile staff members who are capable of instructing a variety of program areas. Specific job responsibilities change daily as different needs arise. Outdoor Leaders will not live in a cabin with children.

Job requirements: Current Lifeguard Certification. Minimum age 21. Previous experience leading groups. Able to think on the fly. Must be a quick learner who is extremely flexible and comfortable working in a variety of settings with a variety of people. Previous resident camp experience preferred.

### Photo Journalism-

# of positions: 2

Job description: Using a digital camera, photograph campers and staff participating in camp activities as well as introduce cabin groups to the basics of digital photography and newsletter development. Manage the camp's on-line photo album. Develop an all camp slide show for each camp session.

Job requirements: Current First Aid & CPR certification. Experience with digital photography and PCs. Teaching experience preferred.

## **LEADERSHIP TEAM POSITIONS**

Please call the office for information if you are interested in any of the Administrative positions:

Program Director  
Administrative Director  
Waterfront Director  
Outback Director  
Boys Camp Director  
Girls Camp Director  
Trips Director

Assistant Boys Camp Director  
Assistant Girls Camp Director  
Leadership Coordinator  
Lead Challenge  
Lead Naturalist  
Lead Boat Driver  
Lead Sailor  
Lead Diver

Administrative Assistant -  
Pasadena \*  
\* This position does not include  
room and board and employee  
must provide their own  
transportation.  
Please contact the office for  
salary information.

## WHAT IS THE APPLICATION PROCESS?

CIC hires staff on a rolling basis so the earlier you apply the better. Fill out your application; include copies of your certifications, the answers to the questions on page two and two letters of reference.

When your application is received we will send you an email to confirm the status of your application.

Remember, an application cannot be considered for an interview until both references have been received.

Once your application is complete you will be notified by phone regarding an interview. Our interview process consists of two interviews, an initial screening interview and an in-depth second interview. If you are invited for a second interview, it is highly recommended that this interview is done in person although exceptions are made for applicants not local to our Pasadena Office. In addition to the two interviews, we will verify your references and conduct a background check.

When the screening process is complete we will review your entire application and make a hiring decision.

If we decide to offer you a position we will make an offer over the phone and then send you a contract in the mail. You will have two weeks to accept the position and return your contract to the office. Once we receive your contract we will send you additional information as the summer approaches.

**We look forward to receiving your application. What Questions Can I Answer For You? Call us at (800) 696-CAMP!**

## HERE IS WHAT PARENTS SAY ABOUT CIC STAFF

"The staff is great!"

"Terrific!!"

"You're all the best and your camp is one-in-a-million!"

"They were all professional, polite, well spoken and an excellent influence on my child."

"Awesome!"

"Everyone was outstanding."

"My daughter loved her counselor."

"I've always been very impressed with the staff."

"Wonderful!"

"Fabulous attitudes!"

"They made our son feel right at home."

"Wonderful, enthusiastic and supportive!"

"Our kids loved the counselors!"

"Great staff!"

"They all seemed to love their work!"

"Staff were relaxed, fun loving and nice."

"Our son's counselor was extremely warm and friendly."

## WHAT IS DIFFICULT ABOUT THIS JOB?

**"The hardest part of my job was getting out of my bed at 6 a.m. every morning."**

-Vanessa Neill, Boat Driver, Age 24, Melbourne, Australia

**"Staying fully enthused for the whole 8 week duration was a little tough as repetition and fatigue sets in by week 6, etc."**

-Sarah Read, Kayak/Canoe Instructor, Age 27, Victor Harbor, Australia

**"Getting oriented and planning an outline of your activity."**

-Keana Taylor, Outdoor Cooking Instructor, Age 19, Atlanta, GA

**"One of the hardest parts of my job last summer was trying to get a camper to have fun when that was the last thing on her mind."**

-Emy Gamb, Girls Cabin Counselor, Age 21, Tacoma, WA

**"It bothered me that we had to ask a camper to leave camp. I understood it was necessary, but the process wasn't too enjoyable."**

-Rob Harris, Boys Cabin Counselor, Age 22, Davis, CA

**"Keeping my patience toward the end of the summer."**

-Tracy Henderson, Lifeguard, Age 22, West Bloomfield, MI

**"Lack of sleep and personal time."**

-Heidi Lee, Sailing Instructor, Age 22, St. Pete Beach, FL

**"The hardest part of my job was integrating energy I got from the staff into activities which weren't my favorite."**

-Ryan McHugh, Boys Cabin Counselor, Age 21, Washington, DC

**"The first few days with campers trying to create unity and break the ice of nervous little girls away from home."**

-Angie Patterson, Girls Cabin Counselor, Age 22, Eugene, OR

# WHAT IS REWARDING ABOUT THIS JOB?

**"CIC is unlike any other place in the World! The Experiences that the campers, as well as the staff have are unforgettable"**

-Danny Olson, Store Manager/ Cabin Counselor, 22, Olympia, WA

**"The best part of my job was the fact that I got to play and hang out with kids all summer! My friends at home might have earned more money, but they did not have nearly as much fun as I did. Plus, they didn't get tan!"**

-Catherine Ritch, Girls Cabin Counselor, Age 21, Fort Collins, CO

**"The new friends I made, both staff and campers, the CILTs (Campers in Leadership Training) because they rocked, and all the new marine life El Nino brought our way."**

-Denise Naguib, Skin Diving Instructor, Age 22, Eugene, OR

**"The whole summer was incredible."**

-Chris Lowney, Boys Cabin Counselor, Age 20, San Luis Obispo, CA

**"I loved working on the waterfront and getting to see all of the kids sail."**

-Anne Kaufman, JC Sailing Instructor, Age 18, Los Angeles, CA

**"The people and the setting make camp an amazing place."**

-Andrea Jones, Climbing Wall/High Ropes Instructor, Age 20, Malibu, CA

**"You impact kids in a profound way and they affect you as well."**

-Bryan Soto, Boys Cabin Counselor, Age 23, San Bernardino, CA

**"I could just be my happy-go-lucky-self, having a grand old time and be silly into the wee hours of the night, laughing and talking with my campers and friends. And while doing all of this making a difference in a camper's life."**

-Sara Immerman, Girls Cabin Counselor, Age 19, Tempe, AZ

**"Seeing my campers change- seeing them mature and grow right in front of me."**

-Rob Harris, CILT Leader, Age 22, Davis, CA

**"I never felt as though I had a regular job... It was wonderful having bosses that felt like friends."**

-Emy Gamb, Girls Cabin Counselor, Age 21, Tacoma, WA