



Counselor-In-Training Program Orientation



BOY SCOUTS OF AMERICA®
DENVER AREA COUNCIL

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Meet the Management

- **Peaceful Valley Ranch Director, Will Corcoran**
 - Camp Dobbins Director, Josh Harris
 - Camp Magness Director, Mike Swanson
 - Camp Dietler Director, Jacob Morris
- **Tahosa Camp Director, Tonia Lyman**
- **Peaceful Valley CIT Director, Mason Huyge**
- **Camping Specialist, John Braselton**

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Types of CIT's

- **14 Year Old**
 - 3 Week Program
- **15 Year Old First Year**
 - 3 Week Program
- **15 Year Old Second Year**
 - As much as you can/want to work

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The Camp Properties

- **Peaceful Valley Scout Ranch – Elbert, CO**
 - Camp Cris Dobbins
 - Camp Dietler
 - Webelos Extreme Scouting Trek
 - Magness Adventure Camp
- **Tahosa High Adventure Base – Ward, CO**
 - EaglePoint Base Camp
 - Alpine Adventures
 - Sawtooth

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CIT Training Program Overview

- **3 week program**
 - Peaceful Valley- one week at each camp
 - Tahosa- all three at EaglePoint
 - Variations are case-by-case.
- **CITs receive the same training as staff**
- **CITs will shadow a staff member in a program or operations area**
- **2nd Year CITs will work in a area the whole time**

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Arrival to Camp

- **Peaceful Valley Scout Ranch**
 - **22799 N. Elbert Rd, Elbert, CO 80106 – Use Southwest gate for Magness, Southeast for Dobbins or Dietler.**
 - 1st Year CIT: Report to PV BASE at 11am of the day you report.
 - 2nd Year: Report to the HQ of your assigned camp at 11am on your report date.
- **Tahosa High Adventure Base**
 - **173 County Road 96, Ward, CO 80481- Use main gate.**
 - Report to the Welcome Center at 11am on your report date.

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Nights Off and 24's

- **CIT's get one "night off" per week. 5pm to Midnight.**
 - Parents can pick up/sign out CIT and take off camp.
 - OR CIT's will go with 21 year old staff members off camp, in a Council-owned vehicle out to dinner and a activity (bowling), stop at Walmart or other store and come back.
PAID FOR BY THE COUNCIL! Our treat to you...
- **24's**
 - 10:30am (per LOA) Saturday to 11am Sunday at all camps.
 - Must leave camp and sign out at camp HQ.
 - Return to camp, or new camp if moving camps.

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Transportation Agreement

- **Transportation Agreement on WorkBright.**
 - Parent decides if CIT can ride in Council-Owned vehicles on or off camp and if they can ride with others (friends who are 18 years or older) in a personal vehicle on or off camp.
- **Please choose “YES, ON AND OFF CAMP” in a COUNCIL vehicle if the CIT would like to partake in the sponsored night off.**

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What to Bring

- **Camp Uniform (more details coming)**
- **Non-Scouting branded clothing for nights off**
- **Toiletries, including deodorant!**
- **Pillow, sleeping bag or blankets**
- **Enough socks and underwear for a week**
- **Personal comfort items (music device, books, etc)**
- **Footlocker (\$25 plastic one at Walmart) for belongings**
- **Battery-powered alarm clock**

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What NOT to Bring

- **Electronic devices like laptops, gaming systems, tv's**
- **Fireworks**
- **Illegal substances like alcohol, tobacco, vape pens, marijuana and other drugs**
- **Expensive or irreplaceable personal items**
- **Skateboards, motorized bikes/scooters etc**
- **Inappropriate games or video games/devices**
- **Firearms of ANY type, ammunition, archery equipment**

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Medications and Medical Form

- **All medications including over-the-counter meds and herbal supplements must be turned into and dispensed by camp Health Staff.**
- **CIT can only carry emergency meds (inhaler, EpiPen etc) after filling out Colorado Addendum: Contract to Carry.**
- **Medical Marijuana is not allowed.**
- **Dietary Restrictions submitted before camp.**
- **Must bring BSA Medical Form Parts A, B and C AND the Colorado Addendums (1, 2 & 3) to camp.**
 - Part C requires a physical examination.

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Uniforms

- **Provided Items**

- Colorado Adventure Staff Navy Polo with logo
 - One shirt will be provided (must 'order' online at DenverBoyScouts.org/CampStaff)
- Name tag

- **Not provided items**

- Brown Canvas / Rip Stop Nylon Work Wear (Pants or Shorts) Such as Arborwear
 - Pants / Shorts can be bought at a local retailer, such as Big R, Jax or Murdochs
 - For your convenience, we can provide you Arborwear pants / shorts at wholesale pricing. These items will include the appropriate 'camp branding' at no charge; available only online at DenverBoyScouts.org/CampStaff
- Belt (Brown, Black, Scouting)
- Comfortable Shoes
- **Online Store and other guidelines on www.DenverBoyScouts.org/CampStaff**

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Termination of CIT Program

- **Unauthorized or personal use of Council-owned vehicles.**
- **Violating the Denver Area Council Seatbelt policy.**
- **Carelessness or deliberate failure to observe safety measures and protocols.**
- **Failure to follow the Denver Area Council Rules of the Road policy.**
- **Theft of camp, council or personal property. This includes food.**
- **Violation of local, state or federal laws including traffic violations.**
- **Excessive tardiness or absence from work.**
- **Gross misconduct or insubordination.**
- **Fighting, to include with Scouts, adults, or other Camp Staff.**

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Termination of CIT Program

- **Failure to wear the proper uniform or maintain acceptable appearance.**
- **Willful damage to council property including graffiti.**
- **Soliciting funds, sale of property, or the use of Denver Area Council facilities or property for personal gain.**
- **Unauthorized use of camp phone, radio, network or internet systems and services. This includes but is not limited to illegal downloading of copyrighted materials, streaming of any type, or viewing illicit or inappropriate materials.**

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Termination of CIT Program

- **Use or possession of fireworks.**
- **Tampering with fire safety equipment to include but not limited to smoke detectors, carbon monoxide detectors, fire alarms, fire extinguishers, fire hoses, fire hydrants, or search and rescue equipment.**
- **Tampering with safety and security equipment to include but not limited to locks, padlocks, doors, gates, siren systems, radio equipment, and surveillance cameras.**
- **Harassment of any type towards another person.**

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Termination of CIT Program

- **Inappropriate conduct or language, profanity, verbal and or physical confrontation with campers or staff.**
- **Abuse of a child or anyone else including Camp Staff.**
- **Being in the living quarters of the opposite sex, except married couples.**
- **Participation in sexual activity of any kind on council owned property, or on council business.**
- **Unauthorized possession or use of firearms or archery equipment.**

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Termination of CIT Program

- **Failure to abide by all policies and guidelines set by the Denver Area Council and the Boy Scouts of America.**
- **Failure to submit a current medical examination (at your own expense) by a licensed physician using the Boy Scouts of America medical form.**
- **Violation of Denver Area Council drug, alcohol and tobacco policies.**

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Camp Contact Information

- **For Business/Emergency Use Only**
- **Messages Delivered at Next Meal Time**
- **Peaceful Valley Scout Ranch**
 - 303.648.3023
 - Peaceful.Valley@Scouting.org (not for emergencies)
- **Tahosa High Adventure Base**
 - 303.440.4040
 - Camp.Tahosa@Scouting.org (not for emergencies)
- **CIT's will have limited internet access**
- **No cell service at Tahosa, limited at Peaceful Valley**

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BSA Insurance

- **CIT's do NOT get Workman's Compensation for injury or illness.**
- **CIT's are covered under the Council's Accident and Sickness Insurance.**
- **Claim forms are given at time of incident or sickness, and must be filed within 6 months.**
- **This is secondary to your personal insurance, or primary if you have no insurance.**
- **Questions? Contact Valerie Villanueva at Valerie.Villanueva@scouting.org or 720-266-2107.**

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WorkBright Onboarding

- **Online Onboarding system**
- **Emails from WorkBright – check spam/junk folders.**
 - Emails are sent to the email used to apply to be a CIT.
- **Parents/Guardians MUST also sign ALL forms.**
 - Both names in the name box, and both signatures in the signature box.
- **Online training before camp is required. Program Safety, Youth Protection, Harassment Prevention and FEMA Multi-Hazard Planning for Childcare.**
- **Forms due 10 or 30 days after “hire”.**

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WorkBright Email

Important: Action Required

Denver Area Council, Boy Scouts of America

Hi Example,

The Denver Area Council, BSA, is pleased to be able to offer you a position on our camp staff for this upcoming summer. To view your Agreement Letter (which will have your position, salary, start/end date, etc.), as well as complete the necessary paperwork required for your job, please sign into WorkBright, our employment system. An account has been automatically set up, and you can use WorkBright from your computer or mobile device.

[Click here to sign in](#)

CLICK THIS BUTTON

You will be asked to change your password the first time you login. You can log into your account any time at <http://bsadenver.workbright.com/>

If you have trouble signing in, use our [Forgot Password](#) tool to reset your password.

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WorkBright Forms List

Welcome, Example

Please fill out the required forms below:



Required Forms			
Form	Due Date	Status	Action
Agreement Letter for 15yo CIT	04/27/2018 (in 15 days)	Not yet received	Start →
Alcohol and Drug Use Policy	05/12/2018 (in 30 days)	Not yet received	Start →
CIT Injury & Illness Statement	05/12/2018 (in 30 days)	Not yet received	Start →
Camp Staff Handbook Acknowledgement	05/12/2018 (in 30 days)	Not yet received	Start →
Child Abuse Reporting Form	05/12/2018 (in 30 days)	Not yet received	Start →
Colorado Background Check Consent (PV)	05/12/2018 (in 30 days)	Not yet received	Start →

0 of 30 forms completed



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WorkBright Form Signing

Agreement Letter for 15yo CIT

Instructions

Please review the letter of agreement with your parent/guardian. Both the CIT and parent/guardian need to sign in the box to accept the Letter of Agreement. Any questions can be directed to the Assistant Camping Director by email at acamping@denverbsa.org.

Instructions for this Form

Download PDF

BOY SCOUTS OF AMERICA
DENVER AREA COUNCIL

Example Scout
10455 W 6th Ave, Denver CO 80215, United States

Date: 04/12/2018 Camp: Peaceful Valley Scout Ranch Position: Counselor-In-Training Year old
Reports dates at which camps: [Not Provided]

Dear Example,

We are excited to offer you seasonal employment as a Camp Staff Member with the Denver Area Council, BSA, at Peaceful Valley Scout Ranch. By accepting, you are agreeing to the enclosed conditions of employment.

To be a member of the Peaceful Valley Scout Ranch Camp Staff you must become a registered member of the BSA. In doing so, you agree to live by the Scout Oath and Law. Additionally, you must read the Leadership Team handbook, and become familiar with the guidelines. Accepting this offer states your agreement to abide by the policies outlined in the handbook, including uniform policies. You must also complete the following required online training: Program Safety (all parts), both Venturing and Boy Scout Youth Protection, Harassment Prevention, the FEMA Multihazard Planning. You may also be required to submit other forms and training related to your position before your report date. Please submit all required forms on your WorkBright profile.

Your position is Counselor in Training, and your general job duties will be explained to you during orientation. Your main objective is to gain the basic knowledge needed to be a great member of the Camp Staff. You will spend a week at the different camps at Peaceful Valley as well as a possible week at Tahosa.

Your employment begins when you report to camp on the date specified above, and ends when you leave camp on your final day, also specified.

Read the Form

Electronic Signature

* Print your name

* Draw your signature Clear

(Use your finger on mobile devices) to draw your signature.

Submit Cancel

Sign Over Here

Click Submit

Staff under 18 must ALSO have a Parent/Guardian signature in the box.



WorkBright Optional Forms

- **Sign and/or Upload OPTIONAL forms only if you have them or they will apply to you.**

Optional Forms

If these documents apply to you, please upload them by the specified deadline.

Form	Due Date	Status	Action
American Red Cross Lifeguard Certification	--	Not yet received	Start →
BSA COPE Instructor Level 1	--	Not yet received	Start →
BSA COPE Instructor Level 2	--	Not yet received	Start →
BSA Climbing Instructor Level 1	--	Not yet received	Start →
BSA Climbing Instructor Level 2	--	Not yet received	Start →

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www.DenverBoyScouts.org/CampStaff

- **Uniform Store**
- **DAC Camp Staff Handbook – PLEASE REVIEW THIS**
- **Contact Information**
- **Job Descriptions**
- **This Powerpoint**
- **Packing List**

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Questions?

Thank you for joining us this evening.

www.DenverBoyScouts.org/CampStaff

Any questions? The team is here and ready to answer!

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