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## Counselor in Training (CIT) Program at PARI

To Apply, you must:

1. Read this packet in its entirety and ensure you meet the requirements and are able to complete the duties listed within.
2. Send an email with the subject line: "2024 Summer CIT Application" to [tdelisle@pari.edu](mailto:tdelisle@pari.edu). Be sure to include your name and contact information and a brief introduction of yourself. A resume is welcome but not required. This email must come from you; parents, guardians, or other individuals may not apply on your behalf.



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## Program Description

PARI's summer camps are designed to give campers experience in the wide range of topics that are encompassed within the space sciences. This includes astronomy, astrophysics, astrobiology, aerospace engineering, human spaceflight, planetary geology, and the history, politics, and legal/ethical requirements. Our goal is that participants in our camp programs become engaged and find inspiration in the diverse paths that are needed to support human space exploration.

A CIT will not only gain the benefits of the camp program, but will learn leadership and responsibility for others and be able to design their own lesson or activity to conduct with campers.

During our 2024 camp season, a variety of camp programs are offered with curriculum that ranges from middle to high school level students.

Over the course of the summer season, Counselors in Training will:

- Participate in staff training and orientation
- Aid in the support of
  - Classroom Lectures & Supporting Activities
  - Student Research
  - Recreational Activities
  - Field Trips
- Choose a topic covered in camp curriculums to study more closely that they find engaging and have personal interest in
- With the support of instructors and counselors, design, research, and practice a lesson or activity they would like to lead for campers
- Lead their activity

## Preferred CIT Qualifications

The most important qualification to be a CIT is the desire to be one. The drive to be immersed in space science and to lead campers through the fun, learning, and challenges of a PARI summer camp is essential!

It is very important to note that this program is not intended to recruit CITs who already have proven experience in these areas, it is to provide a chance to gain that experience. Those who have worked in a



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camp environment before or have spent time in the study of space science will not be excluded, but preference will be given to candidates for whom some facet of the program will be new.

An ideal candidate:

- Has interest or curiosity in the study of space or human space exploration
- Is likely to thrive in an environment where they are given responsibility, independence, and an opportunity to lead
- Does not need to be a top performing student
- Does not have to have decided on a post-secondary education path
- Does not need to have participated in a PARI camp or program before
- Does not need experience in a summer camp environment

A candidate must:

- Be 17 or 18 years of age at the start of the program
- Be able to arrive at the start of one of the program spans
- Be able to reside at PARI for the complete duration of at least one of the program spans

## Program Dates for 2024

Start Date	End Date	Duration
June 12	August 2	Full Summer
June 12	July 5	Half Summer
July 3	August 2	Half Summer



## Compensation

Participants receive:

- Lodging and meals at PARI for the duration of the program.
- The option to participate in all camp activities, extracurricular activities, and field trips, in addition to those specifically assigned to them, if desired.
- A \$500 stipend, paid at the conclusion of each half summer program. A prorated amount will be paid if less than the full duration of the program is attended.
- Mentorship and training from PARI staff and the counselor team.
- Access to facilities, equipment, and data for the purposes of projects and research. This access may be extended beyond the program period at the discretion of PARI staff.
- Preference for future employment at PARI in positions for which they are qualified.
- Cooperation with their enrolled secondary education institution to support any credit or recognition that may be offered for the completion of this program, where applicable.
- Letters of recommendation for post-secondary institutions upon request.

## Program Requirements

Participants must:

- Be able to attend the entirety of their program dates
- Sleep in their assigned quarters every night
- Have or be able to obtain all required camper vaccinations by the start of the program

## Essential Job Functions

1. Assist in the direction, supervision, and organization of campers in their living unit, within activities, and throughout the camp.
2. Participate in the development and implementation of program activities for campers.
  - a. Actively participate in program activities
  - b. Assist in the leading of program activities
  - c. Design, research, and plan an activity
  - d. Lead planned activity
  - e. Assist in extra-curricular activities such as nature hikes, arts and crafts, travel & field trips, water recreation, as directed.



3. Maintain high standards of health and safety in all activities for campers and staff.
  - a. Be alert to camper and staff physical and mental health needs and assist when necessary and communicate these needs to a supervisor when appropriate.
  - b. Be alert to equipment and facilities to ensure safe utilization, proper care, and maintenance is adhered to. Report needs promptly to supervisor.
  - c. Supervise campers while they are passengers in vehicles, ensuring their safety and maintaining a proper driving environment for the vehicle driver.
  - d. Take proper action in the event of an intruder, unauthorized guest, or active threat at the camp, as instructed in training.
  - e. Be prepared to lead campers, staff, and any other present groups through the actions of an emergency plan in the event of an emergency.
  - f. Be prepared to take appropriate action in the event of a lost, missing, or runaway person.
4. Be a role model to campers and staff in your attitude and behavior
  - a. Follow and uphold all safety and security rules and procedures.
  - b. Set a good example to campers and others in regard to general camp procedure and practices including sanitation, schedule, sportsmanship, and integrity.
  - c. Follow and uphold academic standards and ethical practices for the research and work produced by yourself and campers, including proper citation and respect of copyright.
5. Fully adhere to and set a positive example for campers in regards to any and all COVID19 related requirements and guidelines, accepting that they may change throughout the program in accordance with bodies which PARI is governed by.



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## Other Job Duties

1. Contribute to verbal and written evaluations and communication as requested.
2. Participate enthusiastically in all camp activities to which you are assigned, or present for.
3. Assist with some aspects of meal preparation and cleanup as directed.
4. Assist in the maintenance of clean and organized work and living environments.
5. Sleep in assigned quarters every night and adhere to the same wake up and lights out times as campers, except in special circumstances where astronomical viewing or events change these times.
6. Help to identify and assist with other tasks or duties that may be expected of this position but are not necessarily specifically stated.

## Knowledge, Skills, and Abilities

1. Have an interest in learning the development needs of youth.
2. Have an interest in or curiosity about space study or human space exploration.
3. Be able to relate to campers and staff in a positive manner.
4. Be willing to learn new skills and gain new knowledge in space science and related topics.

## Relationships

Counselors in Training generally have regular working relationships with kitchen staff, program specialists, business, and maintenance staff.



## Physical Aspects of the Job

1. Ability to communicate and work with the ages and skill levels of middle and high school aged campers, and with staff.
2. Ability to observe camper behavior, assess its appropriateness, and take appropriate action, or communicate observations to appropriate supervisory staff.
3. Ability to observe staff behavior, assess its appropriateness, and take appropriate action, or communicate observations to appropriate supervisory staff.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity in progress.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers through assigned activities.

*Some physical aspects of the Counselor in Training position could be endurance, including prolonged standing, bending, stooping, walking long distances, hiking, climbing, stretching, swimming, and being in deep or moving water. Requirements may include hand-eye coordination and manual dexterity to manipulate equipment, a range of hearing and eyesight sufficient to record, prepare, observe, and communicate appropriate camper activities and programs, and the ability to lift or carry up to 50 pounds. Counselors in Training must be willing to live in a camp setting and work irregular hours sometimes dictated by weather or astronomical events with limited or simple equipment and facilities with daily exposure to sun, heat, rain, and animals such as bugs, snakes, bats, space aliens, etc.*



## Qualifications

1. Must be 17 or 18 years of age at the time of the start of the position
2. Must be enrolled in secondary education at the time of acceptance of this position.
3. Must submit health history record and examination prior to first day of work, to include:
  - a. A record of up to date immunizations listed in the immunization requirement section of this document. A physician statement, government immunization report, or school immunization report are acceptable.
  - b. A record of allergies and dietary restrictions.
  - c. A description of any current physical, mental, emotional, social health, developmental, or psychological conditions requiring medication, treatment, or special restrictions or accommodations while in the position.
4. Ability to interact with all age levels.
5. Must agree to fully adhere to any and all COVID19 related guidelines or requirements from governmental bodies or institutions to which PARI is subject. This may include restrictions that effect you during time off and may limit movement and travel beyond the PARI site if a quarantine should be enacted or is in place.
6. Must agree to participate in any post program evaluations which may include short surveys or interviews conducted by either PARI staff or third-party entities providing evaluation of the CIT program. These activities are not expected to take more than an hour of time total and will be held either before or shortly after the conclusion of the program.





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## Project and Research Expectations

As a Counselor in Training, you will choose a topic and lead an activity based on it. This will be referred to as “project” for the purposes of this document.

This project must:

1. Be related to an aspect of space study or human space exploration, or to camp extra-curricular activities that support PARI’s camp programs, and be approved by a PARI staff member.
2. Be able to be realistically completed in the time allocated with in the program.
3. Be within your ability to plan, lead, and execute for a group of campers with the assistance and support of the PARI staff and counselor team.
4. Be of interest to you or align with your goals for post-secondary education or professional pursuits.

This project may include any or all of the following, to be produced with the support and guidance of the PARI staff and counselor team:

- Creation of a project proposal outlining the course of study and research, and final deliverable result.
- Establishment of tasks, budget and materials, goals, learning outcomes, and timeline.
- Sessions of training on relevant instruments, processes, or resources.
- Creation of a poster, report, display, presentation, or physical item detailing or exemplifying the work completed. Any such items will become the property of PARI and may be displayed and/or shared in any way PARI feels necessary to promote or share the work and projects completed.
- Submission of work to conferences or publications with credit given to you as the author of the work and PARI and the American Camp Association Pathways program as the sponsoring institutions.
- At your request, submission of paperwork to an educational institution confirming your work.



## Additional Information & Frequently Asked Questions

**While it is our hope that participants in the PARI CIT program will return to become PARI Counselors in the future, the program does not carry a requirement to return as a counselor, nor does it guarantee an offer to become a counselor.**

Q. Are the arrival and departure days flexible?

A. Arrival dates must coincide with an offered start date so that an orientation with your peers can be attended during the first day of your stay. There may be flexibility in departure so long as sufficient notice is given, however, PARI will be unable to accommodate requests to stay at PARI during times when sufficient staff is not present.

Q. Can I take time off the during the summer camp season?

A. Other than normally scheduled days off during the week and breaks between camp sessions, we are unlikely to be able to accommodate time off.

Q. I need to take a flight to get to PARI. Can you provide transportation to and from the airport?

A. We regularly pick up summer staff from the airport in Asheville, North Carolina, airport code, AVL. We encourage booking flights early as Asheville is a tourism heavy area. We will do our best to accommodate flights into other nearby airports, but please check with us **before** booking a flight to anywhere other than Asheville. Pickup from other airports may incur a pickup fee. Flyers under the age of 18 who are flying alone should review unaccompanied minor requirements for their airline prior to booking a flight to ensure their flight proceeds without issue.

Q. Can I have guests while I am living in PARI lodging?

A. Any guests must be cleared ahead of time by PARI security and may be required to pass a background check before coming on the PARI site. Between camp sessions guests can generally be accommodated. While campers are present on campus guests are discouraged and might not be allowed on site.

Q. Can I leave PARI when not on duty?

A. So long as there is not a COVID19 related quarantine in place or other government requirement that would not allow you to leave, CITs who are 18 may come and go as they please when not on duty. You are required to sleep in your assigned quarters and adhere to lights out and wake up times every night that camp is in session even if you had the preceding day or have the upcoming day off.



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## Packing List

(please inform us if you are unable to bring any of the listed items)

- ✓ Flashlight and extra batteries.
- ✓ Rain gear and clothing you can layer (temperatures can range from 50°-85° on some days with rain most afternoons)
- ✓ Shoes appropriate for hiking
- ✓ Day pack or bag appropriate for hiking and field trips
- ✓ Water bottle
- ✓ Swim suit & water shoes
- ✓ Bug Spray
- ✓ Sun Screen
- ✓ Laundry Detergent
- ✓ Linens (sheets, towels, washcloths, pillow & pillow case, blanket, etc.) *We know these items can be bulky to bring if you are flying. If you cannot fit them in your luggage please check with us as we may have some available that you can use.*
- ✓ Toiletries, a plastic tote is suggested for them as showers and bathrooms will be shared. Shower shoes or flip flops are also recommended.
- ✓ If you bring your own snacks, they must be stored in sealable container. Snacks with peanuts or tree nuts may be required to be stored in a building where campers do not go.

Some cell phones do not work at PARI due to the remoteness. Plan to use alternate services if you need to make calls while here.

Because some astronomy is done at night, be aware that there may be a few days when your sleep schedule is irregular.

We have a gift shop, so come prepared to find some great souvenirs.



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## Safety

Camper orientation and safety will be conducted on arrival day and will cover:

- Nurse Station
- ADA Compliance
- Site layout & regions
- Buildings and their purposes
- General Safety Rules
- Emergency Situations & Radio Codes
- Leaving the Site or Authorized Areas
- Water Policy
- Climbing Policy
- Instrument Safety
- Confined Spaces
- Trash & Obstructions
- Weather Hazards
- Emergency Phones
- Buddy System
- Possible special rules for field trips
- Wildlife including insects and harmful plants
- Typical daily schedule including key events like meal times, bed times, building opening times, etc. And, where to find this information posted.
- Other things that happen at PARI, other camps, visiting groups, research.
- Detail types of teams campers will be divided into. Roommates, house teams, research teams, and how those will determine responsibilities.
- Room checks and accounting for damages. Room cleanliness.
- Access to the rooms of other campers or staff, and other lodging buildings.
- Access to laundry facilities (if any).
- Linens changing schedule (if applicable).
- Lodging area cleaning schedules and camper responsibilities.
- Meal schedules, menus, preparation, and cleanup.
- Camper meal cleanup responsibilities, teams, schedules.



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## Shared Learning Environment

The PARI campus is used by many simultaneously. Whether by other people physically on site, those who use our instruments and data remotely, or those for whom we host equipment or provide services, the shared nature of our campus must be respected. All must always keep in mind that they share PARI with others and conduct themselves in a manner that shows respect for everyone else who uses the campus.

## Field Trip and Excursions

When leaving the PARI campus, all must conduct themselves safely and with respect for the places visited. Special rules and expectations will be in place for both transportation and while at another location. Specific clothing, footwear, and identification like name tags or lanyards may be required. Additional staff may be brought in for these events and may provide additional supervision, guidance, or leadership, training, or support. Field trips and excursions may include things like:

- Swimming, tubing, visits to waterfalls, and other locations and activities where water plays a dominant role.
- Hikes, climbs, ropes courses, and other locations and activities conducted primarily outdoors.
- Cultural activities like music, movies, shows, museums, etc.
- Other camps or education facilities.
- Restaurants, ice cream shops, other food venues.
- Visitors centers, shops and stores, downtown areas.



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## Schedules

Camp schedules are intended to provide a general idea of the schedule to be followed during the camp session. We aim to follow the plan for each day as closely as possible, but hold the experience, engagement, and inspiration of learners to a higher value than the clock.

- Activities may shift due to weather, guest speaker availability, or unique astronomical events.
- Times of day will remain flexible to accommodate extracurricular activities, guest speakers, and breaks.
- Times for meals and bed times, and campus life items will be added based on the needs of each session.
- Late night group optical telescope use may be added to the schedule based on sky quality.
- Times when groups are conducting observations with telescopes will be scheduled on a per group basis.

## Technology

PARI provides access to a variety of technology to support the learning and experiences of campers and visitors. Policies and guidelines for the use of this technology may vary by camp and group but will be covered prior to their use. Topics will include:

- Personal technology use policies including phones, tablets, laptops, cameras, and any other electronic devices.
- PARI owned technology that is available and its proper use.
- PARI provided resources including wired internet access, WiFi, Nebula, and electronic access to instruments, data, and archives.
- Acts that could lead to temporary or permanent suspension of access.
- Respect of copyright and licenses, use agreements, and terms of service.
- Social media policies.
- File formats and software to be used in the case of items to be produced for use on PARI AV equipment, or for possible printing, or sharing to publications or conferences.



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## Immunization Requirements

In accordance with the North Carolina state requirements, PARI requires all regular and seasonal staff and campers to be appropriately immunized for the following. A record of immunizations must be submitted prior to the start of your employment. Records from your physician or your school are acceptable.

- Diphtheria
- Tetanus
- Pertussis
- Polio
- Measles
- Mumps
- Rubella
- Hepatitis B (Hep B)
- Varicella (chickenpox)
- Meningococcal conjugate

Please reach out to us for any additional questions or information you need!