

C.I.T. LEADERSHIP

PROGRAM

Earn the role. Lead by example.

20

26



CAMP PHONE: 703-980-0335 | COACH GILL: 301-684-0551
EMAIL: PROGRAMS@MOMENTUM-3.COM

Dear Counselor-in-Training,

Welcome to the Momentum³ Counselor-in-Training Leadership Program. This program is designed for teens who are ready to take responsibility, model positive behavior, and grow as leaders in a structured, supervised environment.


As a CIT, you represent Momentum³. Your actions, attitude, and effort matter. This experience is an opportunity to develop skills that extend beyond camp and into school, athletics, and life. Leadership is not given. It is earned daily.

We have a fun summer planned and hope that over the course of the program you will learn to use your talents and abilities to make a positive contribution to our camps.

Please be sure to read through the C.I.T. handbook with your parents and complete the attached form listing your emergency contact information and sign the C.I.T. contract.

We're excited to work with you this summer!

Sincerely,

A handwritten signature in dark ink, appearing to read "Coach Gill", written in a cursive style.

Coach Gill
Momentum³
coachgill@momentum-3.com
301-684-0551

WHAT TO EXPECT AS A MOMENTUM³ CIT

- Official Momentum³ CIT Shirt
- Leadership apprenticeship embedded in camp
- Daily responsibility with real expectations
- Weekly feedback from counselors
- Final written leadership evaluation (shared with you and parents)
- Eligibility for future Momentum³ leadership roles

QUESTIONS? EMAIL US: PROGRAMS@MOMENTUM-3.COM

PROGRAM OBJECTIVES – SUMMER 2026

- Learn to effectively work with children, Momentum³ staff and peers at camp and in many other settings.
- Learn how to effectively use leadership in all areas of life.
- Have fun and experience putting new skills into action in a positive, safe and structured environment.
- Develop skills such as communication, teamwork, goal setting and making plans to achieve them, making decisions, handling conflicts and resolving problems.

THE 3-WEEK LEADERSHIP TRACK

Each week of the program is focused on a specific leadership theme:

Week	Theme	Focus Areas
Week 1	Showing Up Like a Leader	Responsibility, punctuality, modeling behavior
Week 2	Communication & Teamwork	Listening, feedback, working with staff and campers
Week 3	Responsibility Under Pressure & Leading by Example	Decision-making, emotional control, safety awareness, initiative, representing Momentum ³ culture

CIT EXPECTATIONS

- CITs are representatives of Momentum³ (especially when at the program or in camp shirt) and should behave in a courteous and professional manner at all times.
- Attendance is the key to your success in the program. Report to work on time, at least 15 minutes before the start of camp, unless otherwise directed by your division head.
- Athletic gear required: Camp shirt, athletic shoes, shorts, pants, etc.
- If you are going to be absent from camp, let your camp director know, or call/email Coach Cindy (cindy@momentum-3.com) - 240.305.2732.
- Do your best to bring any concerns you may have to your camp director or directly to Coach Gill/Coach Khory before they become an issue.

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SITE AND PROGRAM EXPECTATIONS

- Treat campers with respect and equality; listen to what they have to say.
- Use good judgement – make decisions that provide a safe and structured environment.
- CITs should not be “lounging/on phone” on the side while campers are engaged in activity.
- Please minimize the use of your personal phone during camp hours, outside of lunch.
- Campers are not allowed to bring weapons, or play with cell phones, iPods, video games, etc. during the camp day.
- Acknowledge and positively reinforce good behavior.

CIT AND STAFF INTERACTION

- CITs should be respectful to camp staff; do not contradict them in front of campers.
- If a CIT is asked to do something he/she is not comfortable doing, please notify Coach Gill or Coach Khory.
- CITs are not to be transported in personal vehicles by camp staff during camp hours under any circumstances.
- CITs are to maintain a strict hands-off policy while at camp. This includes displays of affection such as hugging, touching, rough housing in the pool, or any other behaviors that may be misconstrued as inappropriate.

CODE OF CONDUCT

The following policies have been established for the benefit of the program:

- No bullying, verbal or physical abuse, threatening, obscene, disrespectful or physical violence will be tolerated.
- CITs must show respect to all staff, campers, property, equipment and facilities.
- CITs may not place themselves or others in dangerous situations through actions or behavior.
- No weapons or items that may be used as weapons may be brought to the program.
- CITs may not leave the program area without permission.
- Being in possession or under the influence of alcohol, drugs or tobacco products will result in immediate removal from the program.

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ZERO TOLERANCE TO VIOLENCE POLICY

At Momentum³, we hold a “Zero Tolerance to Violence” policy. A participant who is physically or verbally abusive to another participant, volunteer, or staff will be immediately suspended without any prior warning. All threats and threatening behavior will be taken very seriously and will result in an immediate suspension and dismissal from the program.

CIT RESPONSIBILITIES

- CITs will work directly with the senior counselors and will provide assistance with planning, organizing and implementing activities.
- The CIT will never be responsible for a group alone.
- CITs will sometimes be responsible for leading activities, helping to maintain order and discipline, recognizing and removing safety hazards, and acting as a good role model.
- Communication is key. It is extremely important to communicate every problem, no matter how small it may seem.
- It is important for you and your assigned counselor to work as a team. Teamwork is an important lifelong skill to develop.

The CIT program is the first step in a permission-based leadership pathway at Momentum³. Advancement is not automatic – it is earned through demonstrated performance and a direct invitation from Momentum³ leadership.

STAGE 1: COUNSELOR-IN-TRAINING (CIT)

Ages	13–15
Status	Leadership Apprentice
Duration	3 Weeks
Primary Focus	Reliability and punctuality, following directions and modeling behavior, communication with staff and campers, coachability and emotional control
Key Requirement to Advance	Successful completion of CIT program, positive final evaluation (coachability must be strong), and invitation from Momentum ³ leadership

No application guarantees advancement. Performance does.

STAGE 2: RETURNING CIT – ADVANCED TIER (INVITE-ONLY)

Ages	14–16
Status	Senior Apprentice
Entry	Invite-only. Not publicly marketed – earned through outstanding first-year performance.
Added Responsibilities	Supporting newer CITs, leading warm-ups or transitions with staff present, increased visibility and accountability, modeling Momentum ³ culture consistently
What This Signals	You are on our radar. You are being evaluated for future staff roles.

STAGE 3: JUNIOR COUNSELOR (PAID STAFF)

Ages	16–17
Status	Entry-Level Staff
Compensation	Paid (hourly or stipend-based)
Expectations	Full counselor schedule and professionalism, independent leadership under supervision, managing small groups with oversight, representing Momentum ³ without training wheels
Eligibility Requirements	Prior CIT experience required, strong evaluations across multiple summers, demonstrated maturity and judgment, explicit offer from Momentum ³ leadership

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Each CIT receives a written final evaluation, completed by assigned counselor with director input, and shared with both the teen and parent. This document is used to determine certificate issuance, Senior CIT invitation, and Junior Counselor eligibility.

Section 1: Basic Information

CIT Name: _____ Age: _____
Assigned Counselor(s): _____
Camp Location(s): _____ Program Dates: _____
Evaluator Name & Role: _____

Section 2: Leadership Competencies

Rate each on a 1–5 scale: 5 = Consistently demonstrates at a high level | 4 = Demonstrates regularly | 3 = Developing/inconsistent | 2 = Needs improvement | 1 = Rarely demonstrates

- 1. Reliability & Responsibility
Shows up on time, prepared, and follows through on tasks.

- 2. Coachability
Responds positively to feedback, correction, and instruction. (If below 3, advancement should not occur.)

- 3. Communication
Communicates respectfully with staff, peers, and campers.

- 4. Professionalism & Conduct
Models appropriate behavior and follows Momentum³ standards at all times.

- 5. Initiative & Engagement
Looks for ways to help and stays engaged without needing constant direction.

- 6. Leadership Presence
Sets a positive example for campers and peers through attitude and effort.

Section 3: Overall Assessment

Overall Leadership Readiness:

- Exceptional
- Strong
- Developing
- Needs Further Growth

Section 4: Strengths

What did this CIT do particularly well this summer?

Section 5: Areas for Growth

What should this CIT focus on improving moving forward?

Section 6: Advancement Recommendation

- Recommended for future Momentum³ leadership opportunities
- May be considered with continued growth
- Not recommended at this time

Evaluator Notes (required if not recommended):

Section 7: Final Comments to CIT

(Written directly to the teen. This will be shared with the CIT and parent.)

Section 8: Signature

Evaluator Signature: _____ Date: _____

COUNSELOR-IN-TRAINING CONTRACT

I have reviewed the material outlined in the CIT Handbook and fully agree to comply with the rules and regulations as specified. I realize my failure to adhere to these policies will result in disciplinary action and possible dismissal from the program with NO REFUND.

CIT EXPECTATIONS

- Be at program site every day, unless specified beforehand.
- Do your best and be on time every day. If you are going to be late or absent, please contact the CIT Director.
- Be a good role model to the campers and the community.
- Listen, respect, and cooperate with adult counselors and staff.
- If the CIT feels they are being treated unfairly, they should contact Coach Gill, Coach Khory or Coach Cindy.

I agree to follow the listed expectations while participating in the Momentum³ CIT program. By not following them, I understand I may be dismissed from the program with no refund.

Print CIT Name: _____

CIT Signature: _____ **Date:** _____

PARENTAL RELEASE

I certify that the enrollee has no condition that prohibits full participation in the activities during Momentum³ CIT program. I assume all risks while my child is enrolled and hereby release Momentum³, or any of its employees, of any injury or damage suffered in connection with the aforementioned, Momentum³, and its equipment. In case of emergency, if I cannot be reached, I authorize Momentum³, its agents and employees, to contact and secure necessary medical attention for my child.

Print Parent Name: _____

Parent Signature: _____ **Date:** _____

Parent Phone: _____

Allergies/Physical Limitations: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

PLEASE SIGN & RETURN – programs@momentum-3.com | 703-980-0335

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