

# CIT Application

## Counselor-in-Training



For some, the love of summer camp doesn't fade when you grow up. Our summer CIT Program is an opportunity to graduate from camper to skilled and qualified camp counselor through a four-week summer training program. After an application and interview process, six candidates will be selected to participate in an innovative season of fun and learning. Through hands-on experience and guidance from our seasoned Summer Rec Camp staff, CIT's grow into confident, responsible and knowledgeable leaders. Focus will be on safety and personal development while under the supervision of qualified staff at Prouty Beach. By summer's end, CIT's gain experience handling expected and unexpected emergencies, creating camp activities and memorable moments, shadowing veteran counselors and receiving First-Aid, CPR and AED training. Participants must have completed their 7<sup>th</sup> grade school year before attending this program.

**Ages:** 13 - 16

**Date:** July 8 – Aug 3

|               |            |            |
|---------------|------------|------------|
|               | EARLY BIRD | AFTER 5/17 |
| <b>Price:</b> | \$250      | \$350      |

CIT's are expected to be "on duty" Monday-Friday for all four weeks of training. This is a selective program with only six spaces available per summer. Interested candidates can download an application packet at [NewportRecreation.org/counselor-in-training](http://NewportRecreation.org/counselor-in-training). Submissions must be made by May 1. If accepted into the program, payment must be received by May 17.

**WELCOME!** Thanks for your interest in our 2019 CIT Program! Somewhere between camper and staff, childhood and adulthood, dependence and independence, there is a world known as CIT, or Counselor-in-Training. A CIT is a cross between a leader and a follower. It's where we're still learning to be a leader, yet every move is watched closely and copied by younger campers...

This is the learning experience where seasoned campers take the first step toward adulthood in the camp world. Your mission, should you choose to accept it, will be challenging, enlightening and very rewarding. There will be moments of glory and moments of frustration and a summer experience you won't forget! As you consider applying, we've provided a list of Frequently Asked Questions to help guide you and your family through the expectations of the program. Please feel free contact us with further questions.

### What is a CIT?

Somewhere between camper and staff is the gray-zone you exist in as a CIT! CIT's are assistants to senior staff with privileges and duties beyond the role of a camper, but not quite to the extent of hired staff. When you're in this world, your goal is to:

- Make a meaningful self-transition between camper and staff
- Get comfortable assessing your own potential and capabilities
- Gain knowledge from group experiences
- Master a variety of camp skills and traditions to pass on
- Recognize the needs of others and learn what it means to put them above your own
- Experiment with leadership roles while under the guidance of experienced staff

### What do CIT's Do?

The schedule for a CIT is similar to the schedule for a camper, but from a completely different view point. You'll be moving through camp day with more leadership tasks during activities and CIT workshops during free-times. Some portions of the day will be spent shadowing senior staff and learning as you observe. As you progress through the program, you'll be eased into the task of running activities on your own with support from senior staff.

## **Why would I want to be a CIT?**

Going through the Counselor-in-Training program is a great way to gain experience before you throw your hat into the workforce. Your application as a camp counselor will be stronger when an employer sees this experience on your resume. Plus, if you loved camp as a kid, this is a great way to continue living the dream and having a ton of fun during the summer!

## **Am I eligible to be a CIT?**

Applicants must have completed their 7<sup>th</sup> grade school year and be available to work all four weeks, Monday-Friday from July 8-August 3.

## **Do I have to attend all four weeks?**

A commitment to the full four weeks (including the over-night on August 2-3) is required to apply, but a day off here or there for an appointment or sickness is okay. If you have a summer sport or other commitment that requires you to leave early or arrive late on a weekly basis, we may be able to accommodate those requests, please note them on your application.

## **Do I get paid?**

CIT is not a paid position, but the experience is rewarding and an investment that will pay dividends in the future. Although salary isn't one of them, other benefits for CITs include cool t-shirts, CPR & First Aid certification, free field trips and most importantly, access to the staff-room candy jar!

## **Could I ever be fired?**

There are occasions where a Counselor-in-Training could be dismissed from the program for misconduct or other reasons. It's important to understand the expectations of the position before you accept the job.

## **Am I guaranteed a job offer after training in the CIT program?**

Although the CIT experience will make you a strong candidate, hiring each year is based on a variety of factors including availability of positions and the strength of the candidate pool. It's always worth a shot when you think you're ready and qualified to apply, but a job offer from Newport Parks & Recreation should not be an *expected* outcome of the program.

## **Is CIT right for me?**

This is the most important question of all. Although everyone loves the camp experience as a child, it's important to know if you're ready and right for a counselor position. We share a lot of the same experiences campers do, but not all campers are fit to be counselors. The position requires a strong work ethic, willingness to learn, a great deal of patience and most of all, a sincere desire to work with children. It's important for applicants to understand that this is a selective *training* program, not the next step up in your camp/childcare program. If you decide to apply, make sure you're ready and that you're applying for the right reasons!

## **How do I apply?**

Candidates should read the attached job description and submit a CIT application with a resume or cover letter discussing reasons why you would be a good fit for the job. Be sure to highlight extracurricular activities, achievements, community service and related experience. If your application is accepted, you'll be invited to interview for the position between May 2 – May 15.

Applications can be submitted in person or by mail no later than Wednesday, May 1<sup>st</sup> to:

**NPR CIT Program**  
C/O: J. Booth  
222 Main Street  
Newport VT 05855

**CITY OF NEWPORT  
PARKS & RECREATION DEPARTMENT**

**Job Title:** Counselor-in-Training (CIT)

**Reports to:** Day Camp Assistant Director & Senior Staff

**Nature of Work:** Counselors are the primary caregivers for children during summer programs. The job of CIT entails duties associated with providing a positive recreational experience for each and every participant. CITs will assist in light planning and activity prep, guiding campers through daily activities, modeling leadership and life skills and ensuring safety at all times.

**Essential Job Functions:**

- Participate in the development and implementation of camp activities including games, crafts and youth sports.
- Assist in the direction, supervision and organization of campers during activities and through transition times.
- Be a role model for campers with a positive attitude and set a good example regarding tidiness, timeliness and sportsmanship.
- Participate enthusiastically in all camp activities including those chosen or assigned.
- Assist with supervision at camp and during scheduled field trips and off campus activities.
- Maintain high standards for health and safety at all times.
- Be alert to equipment and facility conditions and report any maintenance or repair needs promptly to Assistant Director or senior staff.
- Attend all required training sessions and workshops during your four week program.
- Provide staff with feedback about the day and give information as needed for a successful training experience.
- Actively participate in CIT and staff meetings, contribute to verbal and written evaluations as requested.
- Represent a positive camp image when interacting with park visitors and community members.
- Provide customer service as needed for families participating in outside programs or utilizing park facilities.

**Minimum Qualifications:**

Must be at least 12 years of age and have completed 7<sup>th</sup> grade year in school.

Must be, or willing to become certified in CPR, First Aid & AED. Lifeguard certification a plus.

**Knowledge, Skills and Abilities:**

- Ability to communicate with peers and speak in front of large groups to provide necessary instruction to campers.
- Ability to interact professionally with all age levels and function in a team environment with other CITs & staff.
- Ability to deal effectively and diplomatically with the general public.
- Physical ability including endurance for prolonged standing, kneeling, swimming, walking long distances, hiking, climbing, and stretching is a must.
- Willingness to work in a camp setting with limited or simple equipment and facilities, and daily exposure to weather extremes including sun, heat, and animals such as bees, spiders, snakes, aquatic species etc.

5/15/17



COUNSELOR-IN-TRAINING  
**EMPLOYMENT APPLICATION**

**Newport Parks & Recreation**  
 222 Main Street • Newport, VT 05855  
 Tel. (802) 334-6345 • Fax (802)334-5632  
 www.NewportRecreation.org



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|   |  |
|---|--|
| Name:   |  |
| Mailing Address:  |  |
| Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work  | Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work |
| Email Address (required):   |  |
| Shirt Size: <input type="checkbox"/> SM <input type="checkbox"/> MED <input type="checkbox"/> LRG <input type="checkbox"/> XLG <input type="checkbox"/> XXLG      |  |
| Attached: <input type="checkbox"/> Resume <input type="checkbox"/> Cover-letter <input type="checkbox"/> Letter of Recommendation <input type="checkbox"/> Other: |  |
| Do you plan to work elsewhere or attend classes while working here?   |  |
| Do you need to request time off this summer? If so, please list dates:  |  |

**EDUCATIONAL BACKGROUND**

| Name of School  | From:<br>(MM/YY) | To:<br>(MM/YY) | Highest Grade Completed | Major or Special Courses |
|---|------------------|----------------|-------------------------|--------------------------|
| Grade School:   |                  |                |                         |                          |
| High School:  |                  |                |                         |                          |
| Other:  |                  |                |                         |                          |
| Relevant certifications, trainings or special skills: |                  |                |                         |                          |

**WORK & VOLUNTEER EXPERIENCE**

|                      |           |                     |                                    |
|----------------------|-----------|---------------------|------------------------------------|
| Most Recent Company: |           |                     |                                    |
| Start Date:          | End Date: | Wage:               | <input type="checkbox"/> Volunteer |
| Title:               |           | Name of Supervisor: |                                    |
| Duties:              |           |                     |                                    |
| Reason for Leaving:  |           |                     |                                    |

|                     |           |                     |                                    |
|---------------------|-----------|---------------------|------------------------------------|
| Company:            |           |                     |                                    |
| Start Date:         | End Date: | Wage:               | <input type="checkbox"/> Volunteer |
| Title:              |           | Name of Supervisor: |                                    |
| Duties:             |           |                     |                                    |
| Reason for Leaving: |           |                     |                                    |

|                     |           |                     |                                    |
|---------------------|-----------|---------------------|------------------------------------|
| Company:            |           |                     |                                    |
| Start Date:         | End Date: | Wage:               | <input type="checkbox"/> Volunteer |
| Title:              |           | Name of Supervisor: |                                    |
| Duties:             |           |                     |                                    |
| Reason for Leaving: |           |                     |                                    |

If you've never had a paid job, do you have any other volunteer, coaching or babysitting experience that might give you relevant skills for this job?

### REFERENCES

|  |               |
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| Name:  | Relationship: |
| Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work | Email:        |

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| Name:  | Relationship: |
| Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Home <input type="checkbox"/> Work | Email:        |

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