

# Counselor in Training (C.I.T)

## Application Packet



Applications are **DUE April 16, 2018 by 5:00pm** at the Foster City Recreation Department or Teen Center

## Program Description

***All volunteer hours will count towards community service!***

The Parks & Recreation Department offers a creative and fun Counselor in Training (C.I.T) program designed to develop young teens into leaders. Foster City Summer Camp staff are looking for teens to volunteer for our 2018 Summer Camp Programs (Kamp Koala, Camp Outback, & Camp Wayoutback). The C.I.T program gives teens the opportunity to prepare for future employment through an interview process to strengthen their skills, experience working with youth, training opportunities, and a chance to serve in leading roles throughout the day in camp.

### **C.I.T. Application/Selection Process**

1. Applications are located at the Recreation Center (650 Shell Blvd.), Teen Center (670 Shell Blvd.) or online ([www.fostercity.org/parksandrecreation/CIT](http://www.fostercity.org/parksandrecreation/CIT)). *Spaces are limited!*
2. You must fill out an application and submit it to the above places by walk-in or e-mail to [bdieterle@fostercity.org](mailto:bdieterle@fostercity.org).
3. Applications are due before April 16, 2018 by 5:00pm. *Late applications will not be accepted!*
4. Applicants will then be scheduled for a mandatory CIT Showcase (please see attached flyer for more information).
5. After showcases have been completed, **accepted applicants will have to attend a mandatory training on Friday, June 22, 2018.** *Program fees are due after an applicant has been accepted into the program, and must be paid before June 22 or they will not be able to attend training.*

## C.I.T Positions

### **CIT 1**

Candidates may select to volunteer between 4-6 weeks. Candidate may have little or no previous volunteer experience in camps. They will choose either a morning (9:00am-1:00pm) or afternoon (12:00pm-4:00pm) shift (unable to go on field trip days, will be relocated temporarily to another camp for field trip days). CIT 1's are responsible for assisting staff with supervision of campers, providing assistance to staff, learning the daily camp routine, and interacting with campers. CIT 1 candidates must be entering 8th - 12th grade.

### **CIT 2**

Candidates may select to work between 3-6 weeks. Candidate must have significant volunteer experience in Foster City camps. They will have a shift from 9:00am-4:00pm (including going on field trips). CIT 2's are responsible for assisting staff with implementation of camp activities, assisting with supervision of campers, participating and interacting with campers, and providing ideas for camp activities. CIT 2 candidates must be High School age 9th - 12th grade.

# COUNSELOR IN TRAINING (C.I.T) APPLICATION

CITY OF FOSTER CITY PARKS AND RECREATION DEPARTMENT

650 Shell Blvd, Foster City, CA (650) 286-3380

Name: \_\_\_\_\_ Grade Level Completed: \_\_\_\_\_

Applicant's Home/Cell Phone: (    ) \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant's Email: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Day/Cell Phone: (    ) \_\_\_\_\_

Guardian's E-mail: \_\_\_\_\_

Please select the program for which you are eligible. Applicants will be **assigned** to a camp once the applicant has been accepted. Program fees are due **after** an applicant has been accepted into the program.

## CIT 1:

Minimum Grade: Entering 8th-12th Grade

**Training Dates: Friday, June 22nd 9am-12pm**

Amt. of Weeks: (Must pick at least two sessions)

Session 1: July 2 - July 13

Session 2: July 16 - July 27

Session 3: July 30 - August 10

Meeting days: Monday-Friday

Program Hours: 9am-1:00pm OR 12:00pm-4pm

Program Fee: **\$100 each Session**

## CIT 2:

Minimum Grade: Entering 9th-12th Grade

**Training Dates: Friday, June 22nd 9am-12pm**

Amt. of Weeks: (Must pick at least one session)

Session 1: July 2 - July 20

Session 2: July 23 - August 10

Meeting days: Monday-Friday

Program Hours: 9am-4pm

Program Fee: **\$225 each Session**

## Please mark you preferences for camps (can be more than one) and weeks

### Camps

#### ☐ *Kamp Koala*

- 4 & 5 Year Old Campers
- Located at Foster City Recreation Center's Preschool Room

#### ☐ *Camp Outback*

- Kindergarten - 2nd Grade Campers
- Located at TBA

#### ☐ *Camp Wayoutback*

- 3rd & 4th Grade Campers
- Located at TBA

### Weeks Requested

#### **CIT 1**

- ☐ Session 1: July 2 - July 13
- ☐ Session 2: July 16 - July 27
- ☐ Session 3: July 30 - August 10

- ☐ 9am-1:00pm **OR**
- ☐ 12:00pm-4pm

#### **CIT 2:**

- ☐ Session 1: July 2 - July 20
- ☐ Session 2: July 23 - August 10

Please list two references (teachers, coaches, scout leaders, or similar persons)

*Please do not list relatives or friends.*

1) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

2) Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_

**Application is due BEFORE Friday, April 16th, 2018 by 5:00pm**

**COUNSELOR IN TRAINING (C.I.T)**  
**SUPPLEMENTAL QUESTIONNAIRE**  
CITY OF FOSTER CITY PARKS AND RECREATION DEPARTMENT  
650 Shell Blvd, Foster City, CA (650) 286-3380

**Supplemental Questionnaire (First Time Applicants)**

**To help the Parks and Recreation Department get to know you, please take a moment to answer the following questions as best as you can. Please TYPE or print your answers in pen neatly. Attach a separate sheet, if necessary.**

1.) Describe your past experience, (paid or volunteer) working with children or in camps.

2.) Why are you interested in becoming a CIT?

3.) What kinds of camp activities (For example: Arts & Crafts, Games, Sports, Drama/Theatre) interest you or would you feel comfortable leading?



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**SUPPLEMENTAL QUESTIONNAIRE**  
CITY OF FOSTER CITY PARKS AND RECREATION DEPARTMENT  
650 Shell Blvd, Foster City, CA (650) 286-3380

**Supplemental Questionnaire (Returning Applicants)**

**To help the Parks and Recreation Department get to know you, please take a moment to answer the following questions as best as you can. Please TYPE or print your answers in pen neatly. Attach a separate sheet, if necessary.**

1.) Why do you want to return to the CIT Program?

2.) Name an activity you lead last Summer, and tell us how it went (Was it successful? What were some of the challenges? Would you do anything different? Did the camper's enjoy the activity?). If you did *not* lead an activity last Summer, what camp activity would you like to lead this Summer?

3.) What was one way you stepped out of your comfort zone last Summer?



# Counselor in Training (C.I.T) Parent Permission Slip

I, \_\_\_\_\_ hereby give my permission for  
(Print name of parent or guardian)

\_\_\_\_\_ to participate in the Counselor in Training (CIT)  
(Print name of child)

program sponsored by the City of Foster City Parks and Recreation Department. I also understand that if my child is not performing the duties expected of a C.I.T, as stated in the CIT handbook, Parks and Recreation staff will contact me to discuss the situation and, if necessary, may remove my child from his/her assigned duties. I understand that no refund will be given if my child is removed from the C.I.T program.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Save the DATE C.I.T Showcase

Bring your enthusiasm while participating in one of the CIT Showcases. This is your chance to showcase the energy you'll bring to camp, practice interviewing skills, and step outside of your comfort zone. Please come prepared to lead one game and complete an interview portion with current Summer Recreation Leader staff. All experience levels are welcomed! Whether you are just interested or you have years of experience working with kids, we hope you apply!



*All CIT Showcases will be held at The Vibe*  
**Saturday, April 21 OR**  
**Saturday, May 5**

**Showcase Times:**  
**9:00am-10:30am & 10:45am-12:15pm**