



Dear CIT Applicants and Parents:

In our CIT program, teens have the opportunity to shadow our Summer Day Camp Counselors and develop their leadership skills through hands-on interactions with children and Summer Day Camp Staff. This is the perfect program for teens that have the desire to become future camp counselors and leaders.

PURPOSE

To provide participants with the training, tools, and experience to become an effective leader, and to develop the skills necessary for a strong work ethic.

QUALIFICATIONS

- Youth ages 12-15
- Enjoy working with and assisting adults and children
- Interested in becoming an effective leader
- Cooperative, enthusiastic, eager to learn
- Must pass week 1 training in order to attend future camp weeks

GOALS OF PROGRAM

- To gain "on-the-job" training and experience to serve as a future Summer Day Camp Counselor
- To build self-esteem
- To encourage leadership, responsibility, maturity, and teamwork
- To help teens identify leadership actions, and how to set goals for their own leadership behavior
- To become effective communicators
- To help develop critical thinking skills

EXPECTATIONS

- To work collaboratively with Summer Day Camp staff and campers
- To work collaboratively to lesson plan with other CITs and Summer Day Camp staff to prepare activities
- To be on time for job assignments
- To accept assigned schedules (CITs will be assigned where camper enrollment dictates the most need)
- To carry out assigned tasks given by Summer Day Camp Counselors and/or Camp Leadership staff
- Be responsible for all Summer Day Camp property, equipment, tools, etc.
- If a CIT is not adhering to our Summer Day Camp rules and policies, the Camp Director has the discretion to reassign or remove the CIT from camp per Character Contract Guidelines in the Summer Day Camp Parent Handbook.

THE SELECTION PROCESS

- **Step 1:** A complete application is due Friday, May 7, 2021. Submit all materials to recreation@newberlin.org.
- **Step 2:** The Day Camp Director will review applications and will invite candidates to the program.
- **Step 3:** Once the CIT is invited to the program, they are required to register for Week 1 Training: June 14-18, 2021 (\$100). The CIT must attend the entire week of training.
- **Step 4:** Only upon successful completion of Week 1 Training, the CIT will be invited to enroll in a minimum of 4 additional weeks of Summer Day Camp. This includes Weeks 2-10. CITs may choose their preferred weeks of attendance. Please note, we cannot guarantee the CIT will be granted his/her first choice for the type of camp they will assist with. The Summer Day Camp Coordinators will assign the CIT based upon number of campers enrolled and where there is greatest opportunity to develop the CIT's leadership skills.

PROGRAM FEES

CIT Training: June 14-18 \$100
CIT: Weeks 2-10* \$25

*CITs that successfully complete the Week 1 Training Program are required to attend a minimum of 4 additional weeks of camp.

Sincerely,

Katie Roth
Recreation Specialist 2/Day Camp Director



Counselor in Training (CIT) Application

First Name _____ Last Name _____
Date of Birth _____ Age as of June 1, 2021 _____ Gender M F
Address _____ City _____ State _____ Zip Code _____
Email _____ Phone Number _____

PARENT GUARDIAN INFORMATION

Parent/Guardian 1	Parent/Guardian 2
Name _____	Name _____
Email _____	Email _____
Phone Number _____	Phone Number _____

EDUCATION

School attending _____ Grade (2021-2022 school year) _____
List any clubs, groups, or programs with which are you involved: _____

PERSONAL INFORMATION

List and describe any experience you have had working with children: _____

List your hobbies and interests: _____

Please list all current certifications you possess. Include certifying agency and date of expiration (e.g. CPR, First Aid, etc.) _____

REFERENCES

Please submit three references and have them complete the reference form. Teachers and coaches may be used as a reference. Two of your references must be non-relatives.

ESSAY QUESTIONS

On a separate document, please answer the following questions. Essay questions are a mandatory part of the CIT application.

- Why do you want to participate in our CIT program?
- What does it mean to you to be an effective leader?
- Do you think you will be a good leader? Why?
- What strengths or special skills can you offer?
- What are your expectations for participating in our CIT program?
- What is something you would like to accomplish this summer in our CIT program?

CIT APPLICANT AND PARENT/GUARDIAN SIGNATURE

I have read, understand, and agree to all required expectations for my participation in the CIT Program. I agree to accept the leadership responsibilities assigned, and will serve as a positive role model to all campers.

Signature of CIT Applicant

Parent Signature

REFERENCE FORM

Teachers and coaches may be used as a reference. Two of your references must be non-relatives.

Reference 1

Name _____
Email _____
Phone Number _____
How do you know them? _____

Reference 2

Name _____
Email _____
Phone Number _____
How do you know them? _____

Reference 3

Name _____
Email _____
Phone Number _____
How do you know them? _____