



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 6, 2022. Submit all materials to [recreation@newberlin.org](mailto: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 13-17<sup>th</sup>, 2022 (\$100). The CIT must attend the entire week of training.
- **Step 4:** The CIT may then enroll in a minimum of 4 additional weeks of Summer Day Camp. This includes Weeks 2-10. In order to participate in these weeks, the CIT must have completed a successful week 1 of training. 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\*                                \$35

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

Sincerely,

A handwritten signature in black ink that reads "Katie Roth".

Katie Roth  
Recreation Specialist/Day Camp Director



## Counselor in Training (CIT) Application

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Age as of June 2, 2022 \_\_\_\_\_ 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 (2022-2023 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.) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ESSAY QUESTIONS

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

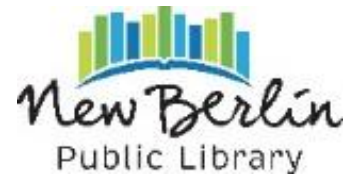
- Why do you want to participate in our CIT program?
- What does it mean to you to be an effective leader?
- Do you think you will be a good leader? Why?
- What strengths or special skills can you offer?
- What are your expectations for participating in our CIT program?
- What is something you would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



## New Berlin Library Counselor-In-Training Volunteer Opportunities

Learn more about the New Berlin Public Library and get a behind-the-scenes look at our services and programs for all ages! Volunteering is a great way to meet new people and make new friends while gaining experiences and learning new skills at the same time. Whether you're interested in helping with family performers for the Summer Reading Program, digging around in the library garden, or helping to assist with craft programs - there's something for everyone!

CIT's participating in the day camp program will have the opportunity to also volunteer with the New Berlin Library. Day Camp Staff will walk CIT's to the library for their scheduled volunteer opportunity! Please check the boxes of the volunteer opportunities listed on the next page that you might be interested in joining and attach it with your CIT application!

### New Berlin Public Library – Teen Volunteer Form

**Volunteers are needed for the following activities, dates and times. Please check the box next to each activity if you are interested. Indicate which days you are not able to commit to, if any.**

#### Children's Programs:

- Family Activity (Library Green)** Dates & Time needed: Wednesdays – June 15- July 20 12:30-3:30p.m. Responsibilities: Help set up and take down outdoor games. Supervise during play & alert librarian on duty of any problems and take attendance count.
- Family Afternoon Performers** Dates & Time needed: Tuesdays - June 21, 28, and July 12, 26. 12:30-2:30pm. Responsibilities: help set up, assist performer with set up as needed, take attendance count, and help performer with take down as needed.
- Craft Make-It and Take-It Days** Dates & Time needed: Fridays – June 17, July 1, 15, 12:30-3:15pm.  
Responsibilities: Assist with set up & take down of tables and craft supplies and assist with craft instruction.
- Lego Club** Dates & Time needed: Mondays- July 11, 18, 25, 12:45-2:15 pm.  
Responsibilities: Put out Legos in Library Courtyard, take attendance count, and sit in on Lego Club and alert librarian on duty of any problems. Assist with clean up after Lego Club is over.

- Summer Reading Carnival** Date & Time needed: Wednesday, July 27, 12:30-4:30pm. (Approximate Time)  
Responsibilities: Assist with set-up of party (outside) and take down. In addition, you will be assigned to run a game or craft. Instructions will be given.

**Additional Opportunities:**

- Tween and Teen Programs** – Tween programs: June 21 and July, 19, 2:30-4:30pm. Teen Programs: June 23 and July 21, 2:30-4:30 pm. Responsibilities: Help set up, take down, and assist with programs.  
Please contact Shannon Gulgren at [gulgren@newberlinlibrary.org](mailto:gulgren@newberlinlibrary.org) for more information.
- Teen Tech Drop-in Hours** Date & Time needed: Mondays, 4-6 pm. In June, July, and August.  
Responsibilities: Help patrons with basic tech issues, such as using a laptop, importing photos, and sending emails. Training will be provided. Please contact Kate Kennedy at [kkennedy@newberlinlibrary.org](mailto:kkennedy@newberlinlibrary.org)
- Home Delivery Outreach** Date & Time needed: June 7, July 5, and August 2 from 8:30-11:30.  
Responsibilities: Please contact Laura Eastman at [Leastman@newberlinlibrary.org](mailto:Leastman@newberlinlibrary.org) to discuss a ride-along to New Berlin senior residence facilities to delivery library materials.
- Library Flea Market** Date & Time needed: June 11th. 8:30a.m.-12:30p.m.  
Responsibilities: Helping run the children's play area. Please contact [nbeacom@newberlinlibrary.org](mailto:nbeacom@newberlinlibrary.org) for more information.
- Garden Helper** Date & Time needed: Wednesdays. May, June, July, and August for 30 minutes.  
Responsibilities: weed and water the Library Garden once a week. Please contact Natalie Beacom at [nbeacom@newberlinlibrary.org](mailto:nbeacom@newberlinlibrary.org) to be added to the garden schedule.
- Concerts on the Library Green** Dates and times TBD. There will be two in July and one in August. Responsibilities: Help set-up, monitor and take down Children's Play Area from 5:30-8:30pm. Please contact Michelle Neubauer, [mneubauer@newberlinlibrary.org](mailto:mneubauer@newberlinlibrary.org) to be added to the Concert volunteer list.

Please list any scheduling conflicts you have so library staff can arrange schedules accordingly: (Vacations, Camps, Summer School, Sports, Work, Appointments, etc.) \_\_\_\_\_



## Character Contact

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer we continue with our character development mission to develop respect, responsibility, caring and honesty among our participants. As a family, please read and discuss the Character Contract together and sign below.

**1. Appropriate Conversation:** Counselor-In-Trainings will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children, Counselor-In-Trainings and/or staff.

**2. Appropriate Language:** Counselor-In-Trainings will refrain from using obscene language or gestures for any reason.

**3. Respect:** Counselor-In-Trainings will follow instructions the first time they are given. Campers will also speak to staff and other campers with respect.

**4. Play:** Counselor-In-Trainings will not engage in horseplay with each other or staff. Hitting, pushing or any other type of aggressive behavior will not be allowed. Campers will keep their hands and feet to themselves at all times.

**5. Responsibility:** Counselor-In-Trainings will remain with their assigned group and within eye-contact of the staff.

**6. Caring:** Counselor-In-Trainings will use equipment, toys and games properly. Counselor-In-Trainings will also help to care for the facility, grounds, other campers and camp staff.

### What will happen if this contract is violated?

If an incident occurs where a Counselor-In-Training conducts him-/herself in such a manner which jeopardizes their safety, the safety of others or is not in accordance with the mission of the City of New Berlin, the following steps will be taken:

**1. First Violation:** A staff member will address and document the issue directly with the Counselor-In-Training. The Counselor-In-Training will sit out of an activity for the day, such as swimming, free time, etc. Parents will be contacted during the day or at the end of the program, depending on the time of the incident.

**2. Second Violation:** We hold our Counselor-In-Training's to the highest standard of behavior and expect them to uphold the character contract while they are at camp. We understand that the Counselor-In-Trainings are still learning, so we will try to work with them through a first violation. However, if it happens again, the Counselor-In-Training will be dismissed from the program. The parent or guardian will receive a phone call and will be asked to pick up their child by the end of the day and the Counselor-In-Training will not be allowed to attend their remaining weeks that they are registered for.

We reserve the right, at any time, to dismiss any Counselor-In-Training from the program immediately if we deem unsafe their placement due to environmental, physical, emotional or other harm to themselves, other children, staff and/or City of New Berlin Citizens.

We have reviewed the above with our Counselor-In-Training and we agree to follow the Character Contract.

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Parent/Guardian's Signature

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Date

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CIT's Signature

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Date