



## 2023 Counselor in Training Information

### Application Procedure:

1. The deadline to return your completed application and contract is **Friday, March 31<sup>st</sup> at 4:00p.m.**
2. Anyone interested in being a CIT in 2023 must apply! This *includes* past CITs.
3. **All CIT applicants must provide a letter of recommendation from a non-relative adult as part of their application. This letter must be submitted with your application.**
4. All those accepted into the program will be given directions on how to register and pay for their enrollment.
5. Fee: \$60.00 for the summer (2 weeks).
6. CIT shirts will be distributed on the first day of your assignment.

### What is a Counselor in Training (CIT)?

CITs are an important part of our summer camp program. They help counselors monitor campers, set up games and activities, and learn about becoming a camp counselor. This is an exciting opportunity for personal growth while contributing to the community and fulfilling volunteer service hours. CITs volunteer at Mixville Adventure Camp (8:45a.m.-3:45p.m.).

### Requirements: CITs must...

- ✓ Be available to work two full weeks of camp.
- ✓ Enjoy active outdoor activities and working with children.
- ✓ Be entering 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grade in the fall.
- ✓ Participate in all aspects of camp and come with a positive attitude.
- ✓ Be a role model for campers and always behave appropriately.
- ✓ Follow all camp rules.
- ✓ Act in a safe and responsible manner with campers.
- ✓ Wear sneakers and CIT shirt while at camp always.
- ✓ Remember that serving as a CIT is a privilege and a responsibility.

### Dismissal:

The Parks and Recreation Department's staff reserves the right to contact a CIT's parent/guardian and to release any CIT who does not fulfill their contract obligations and/or behaves in an inappropriate manner. Serving as a Counselor in Training is a privilege. Improper behavior causes danger to the children at camp. Misbehavior will not be tolerated.

### Contact Information:

Sarah Straker, Program Coordinator  
Cheshire Parks & Recreation Department  
[sstraker@cheshirect.org](mailto:sstraker@cheshirect.org) or 203.272.2743

*Please review the "Frequently Asked Questions" on the back and call or email me if you have any other questions not addressed here. Thank you for your interest in becoming a CIT!*

## Frequently Asked Questions

### **Q. How many weeks will I be able to work?**

A. All CITs **must** attend two full weeks of camp. Depending on the number of applicants and availability, CITs who express an interest in helping for more than two weeks are occasionally permitted an additional week. CITs who do an outstanding job in their initial two weeks can be invited back by the Camp Director for additional weeks. There is no guarantee that a CIT will be selected for more than two weeks.

### **Q. What if I am not available for the full week?**

A. CITs must be available to work every weekday of a session to which they are assigned. Both campers and staff rely on you being at camp as scheduled. If you cannot commit to **two weeks**, this opportunity may not be the right fit for you.

### **Q. Is there a fee to be a CIT?**

A. The \$60.00 fee covers the mandatory two weeks plus any bonus weeks.

### **Q. Do CITs get paid?**

A. No. Being a CIT is a volunteer position.

### **Q. I will be using these hours for a community service requirement. How will I prove that I volunteered?**

A. All CITs are mailed a letter as proof of the number of hours volunteered by the end of September. We keep a copy of this letter at the office in case it ever needs to be replaced.

### **Q. If I volunteer as a CIT, does that mean I can work as a counselor when I am old enough?**

A. Possibly! You will have an edge over anyone who has never worked or volunteered for the Parks & Recreation Department, but there are only a limited number of positions that become available each year. We review your CIT evaluations when we review your job application so you will want to do your best as a CIT to earn a great evaluation.

### **Q. How will I know how I did as a CIT?**

A. All CITs are evaluated during the weeks they volunteer. A Camp Director or Assistant Director will sit with you on Friday to discuss how you did and share areas that can improve. You will receive guidance from the Counselor that you work with in addition to Camp Director or Assistant Director during the week. If you are ever unsure of what to do, ask a Counselor, Director, or Assistant Director. We want you to be confident in everything that you do while at camp.

### **Q. Can I help at Before or After Care if I need to arrive early or get picked up late?**

A. As attendance is lower during Extended Care and it is structured differently, CIT assistance is not needed. If you are unable to be dropped off at the start of the camp day and picked up at the end of the camp day, then you can register and pay to participate in Before or After Care just like the campers.

### **Q. What does a CIT do?**

A. CITs work closely with counselors. They assist with and participate in camp-wide activities as well as the activities of the group to which they are assigned weekly. CITs are the counselors' helpers and aid in keeping the campers organized and enforce camp rules. On the first day of each session, the Camp Director or Assistant Director will meet with the CITs for the week and assign them to a specific group of campers. The camp rules and expectations will be discussed at this time. Being a CIT is a good way to learn about being a camp counselor and is also a good introduction to working with children. CITs participate in all activities at camp and help wherever needed!

### **Q. What should I bring to camp?**

A. You must come to camp dressed comfortably and appropriately for participating in activities including sports and arts & crafts. Your CIT shirt and sneakers are mandatory every day of camp! Bring sunscreen, a hat, and sunglasses to protect yourself from the sun as well as a snack, lunch, and plenty of water. Bring a bathing suit and towel too. Even if you aren't swimming, there are often water activities at camp, you will not want to be uncomfortable in your wet clothes for the rest of the day. You should not bring anything valuable to camp as we are not responsible for anything that is lost or stolen. **Cell Phones and other personal electronics are forbidden.** In case of emergency CITs can use the camp phone or a CIT's parent can call him or her on the camp phone.

### **Q. Who should I ask to write me a letter or recommendation?**

A. You can get a letter of recommendation from any adult that you are not related to. It's best to get a letter of recommendation from someone who knows you well. This will allow them to provide specific examples of why you would be a good fit at camp. Some options include a teacher, clergy person, past volunteer supervisor, a coach, or anyone who knows you well and can speak to your potential as a Counselor In Training.

Cheshire Parks & Recreation Department ~ CIT Application for Summer 2023

Application must be completed by the CIT Candidate.

Name: \_\_\_\_\_ Grade entering in fall: \_\_\_\_\_ Gender: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Please circle T-shirt size:    S        M        L        XL        XXL

Have you ever been a CIT for the Cheshire Parks & Recreation Department camps?        Yes    No

If yes, please list camp(s), number of years and your camp director's or assistant director's name.

<u>Camp</u>	<u>Number of Years</u>	<u>Supervisor's Name</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach a separate sheet with your typed or very neatly handwritten answers to the questions below. Be sure to indicate the question number so I know which question you are answering. Thank you!

1. Answer one question below depending on whether you are a new or returning applicant.
  - a. **New CIT Applicants:** Why do you want to be a CIT?
  - b. **Returning CIT Applicants:** How have you grown as a result of being a CIT?
2. List all camps you have attended.
3. List all extracurricular activities and volunteer activities you participate in.
4. Explain why you are a good role model for children.
5. Describe what you believe the attributes of an effective CIT might be. Which of these attributes are you confident that you possess? What areas do you think that you could develop to be stronger? How might working as a CIT aid in this development?
6. Why should you be selected as a CIT?

By signing below and submitting this application, I certify that I completed this application myself, answered the questions in my own words and that all the information is true.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return application by **Friday, March 31, 2023 at 4pm** To: Sarah Straker  
Cheshire Parks & Recreation Department  
559 South Main Street  
Cheshire, CT 06410

# CIT CONTRACT 2023

**To be filled out by CIT and a parent/guardian:**

I understand that to serve as a Counselor in Training, I must do the following:

1. If Register and pay for the CIT program once prompted by the Parks & Recreation Office.
2. Not be the subject of an allegation of abuse, neglect or misconduct that is currently pending or has been substantiated.
3. Always behave as a role model for campers, and not participate in any horseplay.
4. Refrain from using any foul language.
5. Follow all camp and town rules.
6. Follow all health and safety guidelines, including submitting the Camp Health History Questionnaire before the first day of camp and those established due to the COVID-19 pandemic.
7. Not use any type of electronic device during camp hours. **This includes cell phones!**
8. Act in a safe and responsible manner with campers.
9. Focus on interacting with and monitoring campers rather than socializing with other CITs.
10. Bring a positive attitude with me to camp every day.
11. Tell my counselor or director if I am having any problems or have any questions.
12. Remember that serving as a CIT is a privilege.
13. Dress for active, outdoor play including sneakers and a CIT shirt which are always mandatory.
14. Call the Parks and Rec. Office from 8:30am to 9:00am at 203-272-2743 if I am going to be late.

We the parent/guardian and CIT have read the above statements. The CIT agrees to follow them to the best of their ability. To make camp a safe and enjoyable experience for children, misbehavior of CITs will not be tolerated. We the parent/guardian and CIT understand that if the camp staff experiences any problems with a CIT's behavior, the CIT will be dismissed from the Cheshire Parks and Recreation Department's 2023 Summer Camp CIT Program and no refunds will be issued.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of CIT

\_\_\_\_\_  
Date

**To be filled out by a parent/guardian:**

The undersigned parent/guardian has read and understands the information given; certifies that their child is in good condition and is fit to participate in camp; understands that aquatic/recreational activities have categories of inherent risk and that accidents can occur; and that their child must remain alert for dangers to themselves and to other participants. Participants may be photographed or videotaped by staff for future promotional use. My child has permission to ride the bus to attend offsite trips and to be transported to an indoor location in case of inclement weather. My child may receive first aid and/or be treated by the Camp Nurse or other trained staff when necessary.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**FAMILY INFORMATION  
(PLEASE PRINT CLEARLY)**

**PARENT OR GUARDIAN 1**

**PARENT OR GUARDIAN 2**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

Additional contact name (other than parent/guardian): \_\_\_\_\_

Relationship to CIT: \_\_\_\_\_

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