

Counselor in Training (C.I.T)

Application Packet

FOSTER CITY PARKS AND RECREATION DEPARTMENT

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

www.fostercity.org/parksandrecreation

Applications are DUE April 15, 2016 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 mold young teens into leaders. The Foster City Summer Camp staff is looking for teens to volunteer for our 2016 Summer Camp Programs (Kamp Koala, Camp Outback, & Camp Wayoutback). *This year will also include some possible year-round opportunities for C.I.Ts to gain even more experience and hours through our seasonal camps and special events!* The C.I.T program gives teens the opportunity to prepare for future employment by including an interviewing portion 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). *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.
3. Applications are due before April 15, 2016 by 5:00pm. *Late applications will not be accepted!*
4. Applicants will then be scheduled for an interview, date/time/location are all to be determined based on availability.
5. After the group interview, **accepted applicants will have to attend a mandatory training on Friday, June 17, 2016.** *Program fees are due after an applicant has been accepted into the program.*

CIT 1

Candidates may select between 4-6 weeks. Candidate has little or no previous volunteer experience in Foster City's camps. They will choose either a morning (9:00am-12:30pm) or afternoon (12:30pm-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 provide programming ideas. CIT 1 candidates must be entering 8th - 12th grade. **The cost is \$50 per week volunteered.**

CIT 2

Candidates may select between 3-6 weeks. Candidate has significant volunteer experience in Foster City camps. They will have a shift from 9:00am-4:00pm (field trip days until 5:00pm). CIT 2's are responsible for assisting staff with implementation of camp activities, assist with supervision of campers, and provide programming ideas. CIT 2 candidates must be High School age 9th - 12th grade. **The cost is \$75 per week volunteered.**



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: _____ Date: _____

Address: _____ City: _____ Zip Code: _____

Home/Cell Phone: () _____ Date of Birth: ____/____/____ Grade Level Completed: _____

Applicant's Email: _____

Guardian's Name: _____ Evening Phone: () _____

Guardian's E-mail: _____ Day Phone: () _____

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 17th 9am-12pm

Amt. of Weeks: Session 1: June 27 - July 8

Session 2: July 11- July 22

Session 3: July 25 - August 5

Meeting days: Monday-Friday

Program Hours: 9am-12:30pm OR 12:30pm-4pm

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

CIT 2:

Minimum Grade: Entering 9th-12th Grade

Training Dates: Friday, June 17th 9am-12pm

Amt. of Weeks: Session 1: June 27 - July 15

Session 2: July 18 - August 5

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—5th Grade Campers
- Located at TBA

Weeks Requested

CIT 1

- Session 1: June 27 - July 8
- Session 2: July 11- July 22
- Session 3: July 25 - August 5

9am-12:30pm OR

12:30pm-4pm

CIT 2:

- Session 1: June 27 - July 15
- Session 2: July 18 - August 5

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

Please do not list relatives or friends.

1) Name: _____

Relationship: _____ Phone: () _____

2) Name: _____

***Submitting a letter of recommendation from one or both of the above people is highly encouraged!**

Application is due BEFORE Friday, April 15th, 2015 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 neatly. Attach a separate sheet, if necessary.

1.) How did you hear about the Foster City C.I.T program?

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

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

4.) Is there a special area of camp activities that you feel is your strength? (For example: Arts & Crafts, Games, Sports, Drama/Theatre, Nature). Please explain how your "strength" will benefit our camp programs.



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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 neatly. Attach a separate sheet, if necessary.

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

2.) What do you want to gain from the upcoming year?

3.) Describe a project or activity that you would like to teach during the summer.

4.) Is there a special area of camp activities that you feel is your strength? (For example: Arts & Crafts, Games, Sports, Drama/Theatre, Nature). Please explain how your “strength” will benefit our camp programs.



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

I, _____ herby 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 hereby give my permission for my child's participation in the above listed activitiy and also agree to hold the City of Foster City, the Estero Municipal Improvement District, their employees, officers, program and activity instructors harmless from all liability which may arise from said minor's participation in such activities. I understand that the above named activity may involve risk or accidental injury and hereby voluntarily assume such risks. I/we agree to allow use of my/our photo for program publicity. 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 if my child cannot make a day, I will not be refunded the prorated amount for the day they missed.

Parent Name: _____ Date: _____

Parent Signature: _____

Daytime Phone #: () _____ Evening Phone #: () _____

****Refunds will not be given for a child dismissed from the Foster City Parks and Recreation Department Counselor In Training program.***

