



Counselor in Training Information Packet

To be completed by C.I.T. & Parent
MUST BE SUBMITTED AT TIME OF REGISTRATION

Dear Parent and Interested CIT,

Thank you for your interest in the Counselor-In-Training program. The Counselor-In-Training program is for teens entering 9th and 10th grade that are ready to take on a leadership role and learn to lead and care for children in a camp setting. With staff guidance and encouragement, CIT's will work with campers, lead games and crafts, and assist on field trips. CITs will also have their own swim day and field trip/event each week. Besides helping campers in your community, being a CIT is a great experience for resumes. CITs must complete a CIT application with 2 reference letters and attend all required pre-camp leadership training before the first day of the CIT program. CITs will not be accepted without pre-camp leadership training.

Leadership Training is required to participate as a CIT. In the same way we require our Camp Counselors, Group Leaders and Supervisors to go through training every summer, we also expect our CITs to participate as well.

As a CIT, you will build relationships, gain experience, and learn new skills that can last a lifetime. Not only will you participate in camp activities, you'll serve as a role model for young campers. Costs associated with this program include t-shirts, admission to the pool and field trips. CITs will become mature, self-confident, reliable, motivated young adults and learn how to work with young campers. Each CIT will be assigned to a specific camp group on Monday - Wednesday and participate on field trips on Thursdays with team building activities and swimming at Stingray Bay on Fridays.

CIT's are required to wear a CIT Camp T-shirt, khaki shorts, and gym shoes everyday. On swim days a one piece bathing suit is required.

In order to register for the program, each participant must complete and return the following:

1. Program Registration & Waiver
2. Counselor-in-Training Information Packet
3. Activity Plan
4. Expectations and Responsibilities Information Sheet
5. 2 Personal References

Once registered and all documents are received, information on pre-camp leadership training will be emailed to both the CIT and the parent/guardian.

I have read and understand the above information.

CIT Name (Print)

CIT Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

Program Responsibilities and Expectations

Welcome to the Huntley Park District's Counselor-In-Training program! You have registered for this program because you have the desire to develop your leadership skills. Over the course of summer break, you'll learn to use your unique talents and abilities to make a positive impact on the lives of participants in one or more program areas. Not only will you build a solid foundation for future employment, you'll also gain essential skills and experience you'll need to become a responsible, caring, and self-confident adult.

As a CIT, you are responsible not only to program participants, but also working with the C.I.T. Supervisor, your area Group Leader, Camp Counselors, fellow CITs and Huntley Park District staff. In particular, you are expected to:

- Take initiative
- Cooperate with co-workers and participate fully in all scheduled group activities
- Arrive promptly for scheduled work times
- Notify your area supervisor and the C.I.T. Supervisor if you will be absent or late
- Assist Park District staff as directed and adhere to Park District dress code policies
- Assist in supervising children kindly and conscientiously
- Carry out instructions accurately when asked
- Conduct yourself in a responsible, professional manner at all times
- Be eager to learn, dependable, loyal, honest, patient, and receptive to feedback and suggestions

In addition to these expectations, you will also be responsible for:

- Assisting in planning and implementing daily activities
- Interacting appropriately with program participants
- Leading crafts, games, and other group activities
- Assist in preparing, serving, and cleaning up snacks
- Helping to maintain order and discipline
- Recognizing and removing safety hazards
- Playing with/instructing children of varying ages
- Communicating with supervisors and the C.I.T Supervisor regarding absences, injuries, or discipline problems

Serving as a positive role model for program participants – projecting a positive, enthusiastic attitude and following rules

If you have any questions about the CIT program or if you would like additional information, please call Heather Matteson, Youth Program Manager at 847/515-2965 email at hmatteson@huntleyparks.org

I understand if I do not meet these expectations/follow HPD policies I may receive verbal & written notices that could lead to suspension or termination as a CIT.

CIT Signature

Date

Parent Signature

Date

C.I.T. Leave on Own Permission

C.I.T.s are able to sign themselves out at the end of each day. Signing below indicates that you give your C.I.T. permission to sign themselves out of camp.

I give permission for my C.I.T. to sign themselves in and out of the Huntley Park District's Camp. I understand that the Huntley Park District is only responsible for my child during regular camp hours and not to and from camp or on their way into or out of the building. I understand that if my child needs to leave camp early, I will send an email to the Youth Recreation Manager. I also understand that the Huntley Park District is not responsible for lost or stolen equipment, including bikes and roller blades.

_____ I give my C.I.T. permission to sign themselves in/out of camp each day. *(Must add child as alternate pick-up person in ePACT.)*

_____ I DO NOT give my C.I.T. permission to sign themselves in/out of camp each day.

CIT Camp T-Shirt

Each camper will receive 2 CIT camp t-shirts FREE. Additional camp T-shirts can be purchased for \$10 each. Would you like to order an additional camp T-shirt? NO YES

How many? # _____ x \$10 = \$_____

T-Shirt size (Check)	Adult	S	M	L	XL
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*****This portion is to be completed by the C.I.T.*****

C.I.T. Name: _____ Today's Date: _____
Male: _____ Female: _____ Age during camp: _____ Grade (fall 2020): _____

Check the camper age group you prefer:

Kindergarten & 1st 2nd Grade 3rd Grade 4th Grade 5th Grade

Why are you interested in becoming a CIT?

What experience do you have working with children?

Have you attended day camp as a camper? If so, when and what camp did you attend?

If you have attended day camp, what did you like the best and the least?

What do you hope to gain by participating in the CIT program?

What are your hobbies and interests?

What are your future goals? How would being a CIT help you achieve those goals?

CITs are expected to attend the pre-camp leadership training and the full week of your registered camp session.

PLEASE NOTE:

CITs are required to submit two letters of reference/recommendation and submit them with CIT Information Packet. The letters should be written by non-family members who have knowledge of the applicant's qualifications for such a position of responsibility. Attached is RECOMMENDATION FORM that may be used.

CIT Signature

Date

Parent Signature

Date

Activity Plan

Name of Activity: _____

What kind of activity is this?

Active Game

Quiet Game

Craft

Ice Breaker

Team-Builder

What age group is this activity best for?

Kinder. & 1st

2nd & 3rd Grade

4th & 5th Grade

What size group is this activity best for?

Small (5-10 campers)

Medium (11-30 campers)

Large (31 or more campers)

How much space is needed for this activity? _____

About how much time will this activity take? _____

How many leaders does this activity need and what will they be doing? _____

What supplies are needed for this activity? (Include amount)

Are there any safety concerns for this activity?

List detailed instructions for this activity:

List the rules for this activity:

If necessary, draw a diagram to illustrate how this activity is set-up and performed and attached to this form.

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Counselor-In-Training

RECOMMENDATION FORM



To be completed by applicant:

CIT's Name: _____ Date: _____

To be completed by adult reference:

The student above has applied to serve as a Counselor in Training (CIT) for the Huntley Park District Summer Day Camp. As part of the application process, the applicant must turn in a recommendation form to the Youth Recreation Manager. Please take a few moments to complete this form with the student listed above in mind.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

How long have you known the applicant? _____

In what capacity? _____

Please rate the applicant's attitude and personal attributes on a scale of 1 to 5, with 5 being "very positive" and 1 meaning "needs work".

	1	2	3	4	5
Punctual & Reliable					
Is patient and kind					
Enthusiastic and able to work well with children					
Is a team player					
Works well with others & pitches in when others may need help					
Able to follow directions					
Able to accept and respond to supervision and guidance					
Takes pride in their grooming & appearance					

Additional Comments:

Please Check One:

I _____ (DO) _____ (DO NOT) recommend _____
for participation in Huntley Park District's Counselor in Training program.

Signature: _____ Date: _____

Please return completed form by **Friday, May 15, 2020**

Mail to: Huntley Park District
Attn: CIT Program, Youth Recreation Manager
12015 Mill Street
Huntley, IL 60142
hmatteson@huntleyparks.org

Fax to: (847)669-9395
Attn: Heather Matteson

Scan & Email to: