

Summer Day Camp

Counselor In Training Program 2023

General Information

Thank you for your interest in our Counselor in Training (CIT) program. This program is offered through the City of Beavercreek Parks, Recreation & Culture Department for youth **ages 14 – 17**. The purpose is to provide participants with training in how to use effective leadership skills throughout their lives and how to work effectively with children at camp and in many other settings.

CITs will work directly with our summer camp staff and campers. They are given responsibilities ranging from setting up activities to leading small craft projects or games.

CITs are asked to fill out an application. There is a one-time fee of \$50 Residents; \$58 Nonresidents. This fee helps to offset camp expenses including uniform shirts, training, and field trip admission. Payment is due upon acceptance to the program, no later than June 1.

CITs will be invited to attend staff orientation May 30 – June 2 (exact schedule to be determined). You will be notified of times, dates and location prior to orientation.

During this week, the CIT will be certified in CPR and First Aid, learn about the themes and activities for the summer and recognize what CIT expectations are.

If you have any additional questions, please contact Beavercreek Parks, Recreation & Culture at 937-427-5514 or parks@beavercreekohio.gov.

New/First year Counselor-in-Training applicants are asked to submit two (2) letters of recommendation. *The letters should be written by non-family members who have knowledge of the applicant's qualifications for such a position of responsibility.* Please include letters with application. (Returning CIT applicants are not required to submit letters of recommendation.)

ALL CITs will be asked to complete an interview with the Camp Director prior to acceptance into the program and schedule confirmation. (Even returning CITs will complete an interview; you will be asked about your past experiences and your past performance as a CIT will be reviewed with you.)

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Application

DEADLINE: May 12, 2023. You may type responses or attach additional pages if needed.

Name: _____ Phone: _____

Address: _____
City/ State Zip

Birthdate: _____ Age: _____ Grade in school (upcoming): _____

Returning CIT? **Yes / No** Email: _____

1. Tell about your experiences as a camper in any summer day camp. Include number of years experience and your favorite camp memory.

2. Describe your experiences working with kids younger than yourself. Include any volunteer and/or paid experiences.

3. Why do you want to be a CIT?

4. Think about the best youth leader or counselor you've ever met. What does this person do or say that makes you think he or she is so good?

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Summary of Responsibilities

Assist camp director and counselors in coordinating and organizing camp activities for youth ages 6-13. This is a volunteer position, however if we feel you are not performing up to expectations we reserve the right to dismiss you.

Duties

Assist youth in arts & crafts, games, sports, and outdoor activities. Help ensure the safety of the program participants at all times. Assist in maintaining organization of site by completing tasks assigned. Follow instruction efficiently and effectively, requiring minimal guidance while completing assigned duties. Take the initiative to assist staff in daily duties. Maintain a thorough knowledge of all policies and procedures; make sure policies and procedures are followed at all times. Assist in the supervision of youth while on excursions. Maintain positive environment for program participants. Strive to be a role model for program participants. Perform other duties as assigned.

Required Knowledge, Skills and Abilities

CITs must have a desire to work with youth and to interact in a positive manner with all ages and backgrounds of children. This position requires a desire to develop leadership skills, problem solving abilities and decision making skills. CITs must have the ability to motivate self, peers and youth in an enthusiastic manner. CITs must be reliable, honest, creative, and willing to follow through on all assigned tasks. Must be able to work Monday through Friday of all assigned weeks.

Education, Experience and Qualifications

Must be between 14-17 years of age and have completed 7th grade. Experience working with youth in areas such as babysitting, scouts, church groups, sports or any other volunteer work is preferred. Qualified applicants must possess a clean and professional appearance and attitude and be comfortable working with the public.

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Expectations

- Assist with our summer camp under the direction of camp staff. CITs are not permitted to supervise campers on their own or discipline children on their own.
- Speak appropriately to parents, children, and your supervisors. Also, listen with respect when someone else is speaking.
- Behave professionally while on Park property or wearing City park uniform. (This includes while you are on a field trip,)
- Arrive 15 minutes prior to the start of your scheduled time. Leave only after checking out with the counselor in your group.
- Assist counselors in planning appropriate activities and crafts that match the skill level of the children. Remember, you are not playing with your peers.
- Greet all parents and campers with a smile. Make every camper feel welcome.
- If a parent has a question and you do not have an answer, direct them to one of the counselors. Do not make assumptions and do not pass along false information.
- Bring a lunch, sunscreen, water bottle, back pack and closed-toed shoes every day.
- Provide positive information about City Park services. Promote the parks, its employees and programs. Our success depends on your everyday actions.
- Complete all registration and emergency forms required for camp. Attend CIT orientation prior to the start of the camp.
- Personal cell phones are not allowed at any time during camp. Phones should be turned off throughout the camp day and not taken out any point unless special permission is given by your supervisors.
- Follow the dress code at all times or you will be asked to change. CIT shirts must be worn each day.
- Be consistent when enforcing the rules. Do not show favoritism toward one child over another.
- In the event you need to be absent from camp, let your camp director know at least 2 days in advance.
- Be a team player! We are nothing without each other. We can only succeed when everyone performs their role.
- Take responsibility for your actions. Attitude is a choice. Choose it carefully.
- Be a positive role model and exhibit appropriate behavior.
- Make sure all kids feel welcome. Befriend “newbies” at camp.
- Bring ENERGY and ENTHUSIASM with you every day!

I understand and agree to abide by the above expectations:

CIT Signature _____ Date _____

Parent Signature _____ Date _____

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COUNSELOR IN TRAINING SCHEDULE REQUEST 2023

This form is a REQUEST. Acceptance and requested weeks are not guaranteed. Camp Directors will confirm schedules prior to June 1.

Camp Hours are 9:30 – 3:30. CITs are expected to be there during those hours. In addition, you may be asked to help with extended hours. Please indicate your availability for extended hours:

- ☐ AM 7:30 – 9:30
- ☐ PM 3:30 – 5:30

Check box next to each week you would like to attend:

- ☐ June 5: Lost in Space
- ☐ June 12: Atlantis Adventure
- ☐ June 20: Mad Science
- ☐ June 26: Safari Season
- ☐ July 3: Games Galore
- ☐ July 10: Fairy Tale Fantasy
- ☐ July 17: Hawaiian Luau
- ☐ July 24: Back in Time

Email to:

parks@beavercreekohio.gov

Mail to:

Beavercreek Parks, Recreation &
Culture
789 Orchard Lane
Beavercreek, Ohio 45434

CIT Name: _____ T-Shirt Size: _____

Total # of Weeks requested: _____

You will be contacted to schedule an interview between May 15 – and June 1.

Please return CIT application, signed expectations sheet, schedule request and two letters of reference (new CITs) to Beaver Creek Parks, Recreation & Culture at parks@beavercreekohio.gov or 789 Orchard Lane, Beaver Creek, 45434