

# WESTWOOD RECREATION DEPARTMENT

## COUNSELOR-IN-TRAINING APPLICATION

The Counselor-In-Training (CIT) Program is for students who are entering their freshman or sophomore year in High School and are interested in learning about leadership and working with children! Interested youth are invited to experience the fun, stress, and rewards of camp as they assist counselors. CITs are expected to participate in the overall planning and implementation of weekly activities.

### WHY BE A CIT?

- Learn about counselor work responsibilities.
- Establish job and character references.
- Practice teaching and leadership.
- Enjoy personal growth and expanded self-esteem.
- Learn to work with children and adults.
- Experience team approach to supervising campers, planning programs, and solving difficult situations as they arise.

### QUALITIES OF A CIT:

- CITs are enthusiastic-"Anything is possible"
- CITs accept responsibility and provide an appropriate role model to campers
- CITs have a positive attitude when others do not.
- CITs share talents, creative ideas, fun thoughts, insights, a sense of humor, hobbies & friendships.
- CITs are not afraid of work, and are willing to take the initiative to pitch in-when & where help is needed

### **General Expectations:**

As a CIT, you must adjust personal habits to the policies and customs of the Westwood Recreation Department Summer Playground Program:

1. Borough of Westwood Facilities are smoke free work areas (e.g. no smoking or chewing tobacco).
2. Maintain appropriate staff behavior around participants at all times (e.g. no swearing, no inappropriate touching, etc).
3. Dress in appropriate attire and wear staff shirt every day.
4. Available for the entire 5 week program

### **General Duties:**

1. Greet campers daily and assist with check-in and attendance procedures.
2. Assist participants in locating activities and obtaining games and equipment.
3. Maintain equipment storage areas and equipment inventories.
4. Assist in the set-up and take-down of equipment. Assist in the clearing, inspection, inventory, and return of program equipment on a daily basis. Inform Counselors of any defects in athletic equipment, safety concerns, or missing game pieces.
5. Assist in the organization of snack time, lunch, and lunch time activity for campers.
6. Retrieve and return lost and found items as necessary.
7. Supervise activities and ensure campers are following rules and having fun.

**Application Form Due by Friday, May 28, 2010:**

CITs are not guaranteed employment the following year

**WESTWOOD RECREATION DEPARTMENT**  
**COUNSELOR-IN-TRAINING APPLICATION**

NAME: \_\_\_\_\_  
Last First Middle Initial

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GRADE(9/09) \_\_\_\_\_ SEX: \_\_\_\_\_ AGE: \_\_\_\_\_ PHONE: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

Have you ever attended our Playground Program? YES \_\_\_\_\_ NO \_\_\_\_\_

Why do you want to be a CIT?

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Describe all of your experience in dealing with children:

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Do you have any special skills or hobbies (i.e. ability to speak another language, music, theater...)?:

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I certify that the above information is true. I understand that selection into the CIT program is based on this application and an interview.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date