



Tukwila Parks and Recreation Counselor in Training Program

Do you want to be a camp counselor in the future? Then the Counselor in Training (CIT) program is just for you! CITs work along side camp counselors where they teach campers, play games, lead activities, sports, arts & crafts, swimming and more.

For Teens 14 & Up
ONE TIME \$30 APPLICATION FEE



The CIT program runs for 10 weeks during the summer. The program is held at the Tukwila Community Center, Playground Program @ Cascade View Park and REC Time at the summer school location. The C.I.T program is a fee based program (**\$30 Application Fee**). Each week CIT's will be involved in day to day activities of camp and learn what it takes to be a more efficient leader and to become a qualified employee for all jobs.

Questions?

Please contact Kirstin May, Recreation Coordinator
Tukwila Community Center kirstin.may@tukwilawa.gov



Fill out an application and return it to the Tukwila Community Center by **May 8th, 2015**. Applicants will be contacted to set up an interview the week of May 18th. Space is limited. Preference will be given to applicants who are able to volunteer four or more weeks & are previous summer camp participants.

COUNSELOR IN TRAINING JOB DESCRIPTION

Position: Counselor in Training (CIT)
Program: Summer Camp – Camp Tukwilly, REC Time Summer School & Playground
Program Hours: Monday – Friday 9:00 AM – 4:00PM
Program Fee: \$30 Application Fee

SUMMARY OF RESPONSIBILITIES:

Join us this summer for our CIT program. It is a work-oriented experience, which gives our participants the opportunity to work under qualified counselors to begin to learn and understand the demands and responsibility of a counselor's job. CIT's will be selected through an application process to experience the fun, stress and rewards of camp as they assist the camp counselors.

DUTIES:

CIT's will assist camp staff leaders and help youth in arts and crafts, group games, sports, and outdoor activities. The CIT's will ensure the safety of program participants at all times and assist in maintaining organization of the site by completing tasks assigned. They should follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties. CIT's should take the initiative to assist site staff in daily duties. It is important that a CIT maintains a thorough knowledge of all policies and procedures and make sure they are followed at all times. CIT's will assist in the supervision of youth while on excursions and maintain a positive environment for program participants. CIT's should strive to be a role model for program participants. Please be prepared to perform other duties as assigned.

WORK ENVIRONMENT:

Work primarily in a community center facility, both indoors and outdoors in varying types of weather and locations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

CIT's 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. CIT's must have the ability to self-motivate, peers and youth in an enthusiastic manner. CIT's must be reliable, honest, creative and willing to follow through on all assigned tasks. Must have reliable transportation to and from camp and must work Monday through Friday of all assigned weeks.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Applicants must be 14 years or older starting the 2015-2016 school year. Experience working with youth in areas such as baby-sitting, scouts, church groups, sports or any other volunteer work is preferred. Qualified applicants will possess a clean and professional appearance and attitude and are comfortable working with the public.

PARENT/ CIT ORIENTATION:

We will host a **mandatory** parent/CIT orientation before summer starts. We will go over the expectations and responsibilities of the CIT position in more depth.

PROGRESS REPORT:

Each CIT will be assessed on their progress every two weeks throughout their time with us. They must maintain an average rating in order to continue in the program. If they drop below average, they will have two weeks to bring it up to average. If they fail to do so, they will be asked to leave the program.

APPLICATION PROCESS

Step One: Interested candidates must complete the CIT Application Packet and pay the one-time \$30 application fee. Completed packets must be returned no later than May 8th, 2015. In order to ensure an application will be considered, the applicant must turn in the **two attached reference forms (personal & teacher)**.

Step Two: Interview will be conducted the week of May 18th, 2015. A staff member will contact the CIT applicant to set-up the interview.

Step Three: Placement decisions will be based on the application, interviews, and reference forms. Placement decisions will be made by May 29th, 2015. Applicants will receive an acceptance letter and list of required training dates.

Step Four: Confirm that applicants can attend all required training and will commit to a **minimum of four weeks** as a CIT.

**Please be aware that space is limited and only selected individuals will be accepted into the program.
CIT's must be able to work in any assigned program or camp**

In order to maintain a high-caliber program and offer adequate opportunities to meet our goals, we must maintain a manageable and appropriately sized program. The CIT program is a volunteer position and accepted applicants will not receive payment. Volunteering in the counselor-in training program does not guarantee a future position with Tukwila Parks and Recreation.

Communication regarding the application process and the program should be between the applicant and the Parks and Recreation Department staff. The most successful applicants treat the application and hiring process just like any job application. Parents should feel free to help in certain ways, like guiding the applicant in selecting references and helping them learn to professionally apply and interview. At the same time, please remember we seek candidates who are independent, mature and self-motivated. It is our hope that parents help to cultivate these traits by allowing their teens to take full responsibility for their CIT application.

Our goals are that all applicants to the Counselor-In-Training Program gain valuable experience in the job application and interview process and that all of our Counselors-In-Training participants gain skills that are applicable not only to being a camp counselor but to other aspects of their lives.

COUNSELOR-IN-TRAINING QUESTIONNAIRE

Name: _____ Date of Birth: _____ Sex: M F

Address: _____ City, State, Zip: _____

Email: _____ Phone: _____

Grade entering in 2015: _____ School: _____ Shirt Size _____

Parent/Guardian's Name: _____

Work Phone: _____ Cell Phone: _____ Email: _____

This program is offered through the Tukwila Parks and Recreation Department, to teens 14 & up, to help them develop leadership skills. CITs will work directly with our playground program, REC time summer school program & Camp Tukwilly staff and campers.

(Please print all information clearly on this form)

1. Please check the following boxes if they apply to you:

- Previous Playground or Summer Camp CIT
- Previous Camp Tukwilly Participant
- Previous Experience in other Camps
- No Previous Experience as a Camper or CIT
- Volunteer Service

2. Have you been a CIT before?

- 1 year
- 2 years

3. Why do you want to be a counselor in training (include skills you would like to gain from this position)?

4. What do you feel you could contribute to the program?

5. What qualities do you feel a good counselor should have?

6. Why would you like to be a counselor in training?

7. What types of sports & recreational activities do you enjoy?

Please check off the camp and dates you would like to assist in. CIT's will be required to be here for their full shift **(9am-4pm)** unless previously arranged. If you need to be before or after your shift, you will remain in the group you are assigned to and continue to assist that group. Multiple unexcused absences will result in dismissal from the CIT program. **Remember you MUST work at least 4 weeks of the program to be a CIT.** We will assign CIT's each week, so that they get a wide variety of camp experience. If you have a preference we will try to accommodate that request. Thanks!

Session 1 (June 22-26)	_____	_____
Session 2 (June 29- July 2)	_____	_____
Session 3 (July 6-10)	_____	_____
Session 4 (July 13-17)	_____	_____
Session 5 (July 20-24)	_____	_____
Session 6 (July 27-31)	_____	_____
Session 7 (August 3-7)	_____	_____
Session 8 (August 10-14)	_____	_____
Session 9 (August 17-21)	_____	_____
Session 10 (August 24-28)	_____	_____

If you have a preference for camp placement please indicate next to each week. We will try to accommodate you, but we will not guarantee placement in any camp.

Mail in or return the questionnaire to the following:

Tukwila Community Center
Attn: Kirstin May
12424 42nd Avenue South
Tukwila, WA 98168

CIT AGREEMENT FORM

I, agree to serve, if selected, as a volunteer Counselor-in-Training with the Tukwila Parks and Department during the summer of 2015. I will comply with all of the following conditions and requirements:

1. I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the Tukwila Parks and Recreation Department.
2. I agree to attend camp punctually each day. In the event of illness or an emergency, I will call the Recreation Coordinator as soon as possible to notify him/her of my absence.
3. It is understood that since I am not an employee, I am not entitled to City of Tukwila health insurance, worker's compensation programs, or any other benefit given an employee of the City of Tukwila.
4. I have read and understand the Counselor in Training job description and agree to perform the duties therein to the best of my ability.
5. If my work performance or behavior is in any way deemed unacceptable by the CIT Coordinator, I understand that I may be terminated immediately.

I understand that completion of the application process for the Counselor-in-Training position does not guarantee acceptance in the program.

Counselor-in-Training Applicant's Signature _____

Date _____

Parent/Guardian Signature _____

Date _____



CAMP TUKWILLY C.I.T PROGRAM
COUNSELOR-IN-TRAINING PERSONAL REFERENCE FORM

The goal of the Counselor-In-Training (CIT) program is to provide youth 14 & up with the opportunity to be mentored by bright and charismatic counselors and staff and to learn the leadership skills that are necessary for them to act as role models for children younger than themselves. CITs will be assigned to a specific group each week, and through hands-on experience, will have the opportunity to interact with participants, counselors and instructors in the operation of our summer camps, REC Time and Playground program. Due to extensive interpersonal connection, CITs should be friendly and approachable.

Applicant's Name: _____

How long have you known the applicant and in what capacity?

Why do you believe this person should be in our CIT program?

What leadership skills and experience does the applicant possess?

How does the applicant relate to their peers?

How does the applicant interact with authority figures and/or supervisors?

Would the applicant be a good caregiver and role model for children in a recreation setting?
Why or why not?

Tell us about the applicant's level of maturity, responsibility and enthusiasm, what would they contribute to the program?

Signature of Personal Reference

Date

CAMP TUKWILLY C.I.T PROGRAM
COUNSELOR-IN-TRAINING TEACHER REFERENCE FORM

The goal of the Counselor-In-Training (CIT) program is to provide youth 14 & up with the opportunity to be mentored by bright and charismatic counselors and staff and to learn the leadership skills that are necessary for them to act as role models for children younger than themselves. CITs will be assigned to a specific group each week, and through hands-on experience, will have the opportunity to interact with participants, counselors and instructors in the operation of our summer camps, REC Time and Playground program. Due to extensive interpersonal connection, CITs should be friendly and approachable.

Applicant's Name: _____

How long have you known the applicant?

Why do you believe this person should be in our CIT program?

Does the applicant have good conduct at school?

How does the applicant relate to their peers?

How does the applicant interact with authority figures and/or supervisors?

Would the applicant be a good caregiver and role model for children in a recreation setting? Why or why not?

Tell us about the applicant's level of maturity, responsibility and enthusiasm, what would they contribute to the program?

Signature of Teacher Reference

Date