

2024

Counselor in Training Program

Application and Information



What is a Counselor in Training?

The Counselor in Training program is for those entering the 7th through 10th grades. A Counselor in Training, or CIT, is a vital part of the YMCA's summer camp program. As a CIT you will assist the YMCA staff with activities, arts and crafts, games, meals, cleaning and in general, making the camp run! A CIT is someone who is dependable and is willing to work hard while having a great time! You will be helping staff oversee campers from the grades of Kindergarten through the Fourth grade. It is up to you as a CIT to be a good role model to these campers.

The CIT program is designed to teach valuable leadership skills which will help prepare you for the future. As a CIT you will learn important life lessons on respect, responsibility caring and honesty. You will be placed in a leadership position and serve as a role model to the many campers as well as your peers. You will also have the opportunity to take part in Community Service projects with your fellow CIT's. This program is designed to be a fun time while helping you grow and mature as you learn valuable training that will stay with you the rest of your life. Along with the application and reference letters, we will be conducting interviews with each prospective CIT. This application and interview process will give you invaluable training and experience for future employment.

The Y Camp 2024 promises to be a great time, but we the staff, depend on you, the CIT's, to help make this the best summer yet! I hope you are ready and excited to take on the challenge!

Joshua Ferguson
CIT Coordinator

Program Fees:

The CIT program is \$300.00 whether you attend one week or all ten weeks. We strongly encourage all CIT's to plan on attending a minimum of four weeks.

The fee is due **prior** to the first day of camp. If you need to make a special payment arrangement you **must** do this prior to the first day of camp. If payment is not made your child will not be able to attend

Counselor In Training

(Deadline to turn in completed application and reference forms is April 30th)

Application Form

Name: _____ Date: _____
Last First M.I.

Address: _____
Street

City State Zip Code

Age _____ Date of Birth _____ School Attended _____

Grade Completed 2023-2024 school year _____

Shirt Size (circle) YM YL AS AM AL AXL

Related Childcare Experience _____

Special Interests, Hobbies or Talents _____

Please indicate any special medical information or condition that may be helpful to know in the event of an emergency _____

Parents Name _____ Date of Birth _____
Parents Phone _____
Home Cell Work
Parent Email _____

Swimming/Field Trip Release: to be signed by parent/guardian

I give my child _____, permission to participate in recreational swimming and field trips/Community Service trips while participating at the Y Camp programs of 2023. My child's swimming ability can be defined as:

NONE LIMITED ADVANCED

Parent/Guardian Signature: _____ Date: _____

I, _____, agree to serve, if accepted, as a Counselor in Training with the Y Camp Summer Program during the following weeks: (Please mark the weeks that you **will be available** to work as a CIT).

May 28-May 31	_____	July 8-12	_____
June 3-7	_____	July 15-19	_____
June 10-14	_____	July 22-26	_____
June 17-21	_____	July 29-Aug 2	_____
June 24-28	_____	Aug 5-9	_____
July 1-5	_____		

(Excessive absenteeism from weeks you have obligated to work may result in termination from the program unless prior approval received. *This will be at the parent's expense.*)

I understand the completion of the application for the Summer Counselor in Training program or acceptance in previous summers does **NOT** automatically assure me a position in this program for 2024.

_____ Date: _____
Counselor in Training Applicant

_____ Date: _____
Parent/Guardian

Reminder: Completed applications and reference forms are due to the Knowles YMCA Child Care office, no later than 5:00 pm on April 30th.

To be completed by Counselor in Training applicant:

Please answer the following questions completely and carefully. The answers you give will directly affect your acceptance and placement. You can use the back of this page or another piece of paper if needed.

1. What is your understanding of the responsibilities of a Counselor in Training?
2. What are three hardest parts of being a counselor? What are the three easiest?
3. Why do you want to be a CIT this summer at the YMCA?
4. What makes you a great candidate to be a CIT?
5. What is the coolest thing that you have ever done for someone else?
6. How will you take care of each camper who comes to the Y Camp this summer?
7. What do respect, caring, honesty, and responsibility mean in your life?
8. What are three of your best strengths and three things you need to work on?

Applicant Signature: _____ Date: _____

COUNSELOR IN TRAINING

Do's and Don'ts

Do These Things!

Remember to be respectful of parents, staff, campers and other YMCA members
Dress appropriately
Wear CIT shirt on field trips and Mondays and Fridays
Listen and follow directions given by the camp staff
Help with activities and interact with children
Help keep the campsite clean by helping with cleaning duties as needed
Read to Children when asked to
Run errands as needed
Stay with your camp assignment
Report any problems or concerns you are having to the CIT Director.
Bring anything to the staff's attention which you feel could be unsafe for the campers
HAVE FUN!!

Do Not Do These Things!

Do not gossip
Do not talk about issues in front of children that deal with your personal life
Do not horseplay with the campers
Do not go into the restrooms with the campers
Do not use slang words or any words that are inappropriate for campers
Do not talk about children or their parents in a negative way
Do not say negative things about camp
Do not tease or bully campers, staff or fellow CIT's
Do not administer medication
Do not deal with disciplinary issues



Counselor in Training Program Overview

To be considered for the CIT program, you must turn in the following no later than April 30th.

1. Completed Application
2. Two References (forms are included)
3. This form signed by yourself and parent/guardian

After receiving and reviewing the above items a date and time for an interview will be scheduled. Please take this interview seriously, as it will be the biggest factor in your acceptance into the program.

Attire:

CIT's must wear their camp shirt each Monday and Friday; you will be given your camp shirt upon completion of registration and acceptance. You are expected to dress appropriately for this position. Your midsection should not be showing; wear appropriate pants/shorts to ensure this. Only pants or shorts are allowed, no skirts. Tennis shoes should be worn or sandals with straps to allow you to participate in the activities.

Hours:

You may arrive to camp no earlier than 7:00 AM. CIT's must be picked up no later than 5:30 PM. You will be given a camp assignment weekly. You are expected to stay with your camp at all times unless otherwise instructed. You may not leave your camp without permission. A warning will be given for wandering from your camp. Excessive problems in this area could result in termination from the program.

Trainings:

There will be a CIT training Tuesday, May 21st from 8:45am-1pm. We will be going over the handbook and expectations. CIT'S will also get a guided tour of the facility and meet camp staff.

Bathrooms:

You are not to enter the bathroom stall with a camper. If you use the public restroom at the YMCA, you are to be respectful to all members in the facility. DO NOT DISTURB THEIR PERSONEL BELONGINGS. This will not be tolerated.

Language:

Inappropriate language will not be tolerated. Do not use slang in the camp setting such as sucks, stupid, freaking or any other words that could be defined as offensive.

Meals:

You will be offered a lunch and snack daily. You may choose to bring a lunch as well.

Insurance:

CIT's are not considered employees of the YMCA and therefore are not covered under the YMCA's health insurance, liability insurance, or worker's compensation programs.

Activities:

CIT's are expected to help out with their camp location as designated by the staff. A CIT should be willing to go beyond what is asked of them to help the camp run smoothly. CIT's should act respectfully when job duties are assigned and follow them as requested.

Termination:

If your attitude or actions are deemed unacceptable you will be given a verbal warning. If for a second time your attitude or actions are deemed unacceptable you will be given a written warning. If this occurs a third time you will be dismissed from the program. No refunds will be given.

Cancelling or Switching Weeks:

If you have signed up for a week that you will not be able to attend, please notify Josh Ferguson no later than one week in advance. If you would like to add a week, please make that request no later than one week in advance of the week you are adding.

Community Service Projects:

As a CIT you will have the opportunity to take part in several community service oriented projects this summer. These projects will be off-site from the YMCA. This will be a fun and rewarding time of giving back to the community while at the same time sharpening and learning leadership skills. We will provide transportation to and from the areas of service. Any and all service projects will be within Jefferson City.

Counselor in Training
Personal Reference Form

To be filled out by Current or Past Teacher, Pastor or other adult in a leadership position
(Not to be filled out by any relative)

All information is confidential and will not be shared with the applicant. The information contained will only be used to determine eligibility for the Counselor in Training program for the Y 2024 summer camp program. Please use as much additional paper as needed to fully answer the questions. Thank you for your time. *Please return no later than April 28th.* Completed forms can be sent by mail, fax or email to:

Joshua Ferguson

Jefferson City Area YMCA
PO Box 104176
Jefferson City, MO 65101

Phone: 761-0716

Fax: 761-3552

Email: jferguson@jcmca.org

How long have you know the applicant? In what capacity?

Do you think the applicant has the maturity to assist in caring for children in a recreational setting with some adult guidance and supervision?

Do you think the applicant would serve as a positive role model for the youth in the YMCA summer camp program? To peers in the CIT program? Please explain.

Would you personally be happy to have your own child under this person's direct care and influence?

Is there anything else you would like to share about this applicant?

CIT Applicants Name: _____

Your Name: _____ Date: _____

Title/Job _____

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Your Name: _____ Date: _____

Title/Job _____

FOR COUNSELOR IN TRAINING APPLICANT

I have read the DO's and DON'TS of the CIT program and the overview of the program. I understand that if I am accepted to the CIT program I will perform the duties expected to the best of my ability. If my work performance or behavior is deemed unacceptable, I understand that my participation in the program can be terminated at any time at the cost of my parent/guardian.

Applicant Signature: _____ Date: _____

FOR PARENT/GUARDIAN

I have reviewed the CIT materials and understand what is expected of my child. I agree to all terms and conditions of the CIT program. I give child permission to participate in the CIT program at the Y for the summer of 2023. I understand that all CIT fees paid are nonrefundable and nontransferable.

Parent/Guardian Signature: _____ Date: _____

LIABILITY RELEASE

I, the undersigned, request permission for _____ (child's name) to enter the Jefferson City Area YMCA (hereinafter the YMCA) school age programs and to participate in the YMCA activities associated with the program. I know and assume all risks related to the participation in such activities, where such risks arise on or off the YMCA premises. In consideration of the permission granted to enter the YMCA program premises, I release and discharge the owners, operators, and sponsors as well as all other person in any way related to the YMCA for claims, demands, damage actions and cause of action (present or future, whether known or unknown, anticipated or unanticipated) for any and all personal damages to my property relating to my presence on the YMCA premises and/participation in any YMCA activity. I certify that I am 18 years of age and that my participation in the YMCA activities are voluntary.

_____ Parent/Guardian Signature _____ Date