

2025 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 3rd 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 that 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 CITs. 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 for 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 2025 promises to be a great time, but we, the staff, depend on you, the CITs, to help make this the best summer yet! I hope you are ready and excited to take on the challenge!

Joshua Ferguson
CIT Coordinator

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 are welcome to 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 hard parts of being a counselor? What are the three easiest?

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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?

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Applicant Signature: _____ Date: _____

COUNSELOR IN TRAINING

Dos and Don'ts

Do These Things!

- Remember to be respectful of parents, staff, campers, and other YMCA members
- Dress appropriately
- Wear a 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 that 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 CITs
- 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:**

- CITs must wear their camp shirt on field trip days and/or Fridays; you will be given your camp shirt the first week of camp. 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 at camp no earlier than 7:00 AM. CITs 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 the week of May 19th. More details will be provided. We will be going over the handbook and expectations. CITs 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 of the facility. DO NOT DISTURB THEIR PERSONAL 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:**
 - CITs 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:**
 - CITs 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. CITs 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 a 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 YMCA Summer Camp CIT 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 30th.**

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 known 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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CIT Applicants Name: _____

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 permit my child to participate in the CIT program at the Y for the summer of 2025. 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 persons 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 is voluntary. I give consent for my child to be photographed, videotaped, or to appear in local newspaper articles or other local media.

Parent/Guardian Signature: _____

Date: _____