



2023 Counselor In Training (C.I.T.) Application

Current 9th – 11th grade students will be provided with the opportunity to participate in a career/volunteer development program consisting of leadership and service activities. They will be given essential guidance and a support system that is designed to help youth examine the values inherent in human service, as either a career or a volunteer pursuit.

Job Description

Counselors in Training (CITs) assist Counselors and Staff. Counselors in Training help with supervising campers in their group during recreation times, meal times, and assist with camp preparation, clean-up, camper check-in, serve as a positive role model for young children, and help to create a supportive camp community. CITs will be taught leadership skills, public speaking skills, enhance their teamwork skills, learn how to lead a group of younger children safely, and learn skills to teach to others.

Responsibilities

- Assist in providing a quality summer camp program by supporting in daily activities, general care, supervision of campers and fostering a safe and fun environment.
- Campers Come First! Aid children in their learning by providing a good example. Act as a positive role model.
- Associate with campers NOT other counselors in training.
- Be punctual and an active part of all camp activities. Communicate with Counselor when tardy or absent.
- Attend orientation and trainings.
- Abide by all rules, policies and procedures.
- Treat all campers equally with dignity and respect. There should be no favorites.
- Interact cooperatively with Director, Staff, Counselors, peers, and campers.
- Display a positive “can do” attitude and genuine enthusiasm with integrity and adaptability.

Specific Duties

- Aid counselors by helping to get equipment and supplies ready for activities
- Help to secure supplies and equipment after activities
- Support children in keeping track of their possessions
- Help Staff and Counselors get children to activities and lunch areas
- Contribute ideas to improve the program
- Report any unsafe actions by campers or other CITs to your appointed Counselor
- Assist in cleaning and disposing of trash
- Ability to accept supervision and guidance

All completed applications must be submitted no later than **Friday, June 2, 2023** to Las Palmas Park - 505 S. Huntington St. San Fernando, CA 91340. NO EXCEPTIONS.

Applicants, please be sure to review the application with your parent(s)/legal guardian(s).

Participants must be a minimum of 14 years of age by Tuesday, June 1, 2023.

Volunteer | Personal Information

Name (Last Name, First Name MI):

Home Address:		City:	
State:	Zip Code:	Sex:	H.S Graduation Year:
Date of Birth: (mm/dd/yr)	Age as of June 20, 2023:	<input type="checkbox"/> Female <input type="checkbox"/> Male	20_____
Youth Volunteer's E-Mail:		Youth Volunteer's Phone Number:	

Parent/Guardian's Name:

Parent/Guardian's E-Mail:	Parent/Guardian's Phone Number:
Emergency Contact's Name:	Relationship:
Emergency Contact's Phone Number:	<input type="checkbox"/> Parent/ Guardian <input type="checkbox"/> Sibling (18yrs or older) <input type="checkbox"/> Other: _____

Please note any medical or specific needs (e.g. allergies, asthma, learning disability or medical conditions):

Volunteer | School Information

High School's Name and Address:

Type of School: LAUSD Charter Private Other: _____

Will you be attending Summer School? <input type="checkbox"/> No <input type="checkbox"/> Yes	If you checked yes, what dates and time will you be attending Summer School? Dates from: _____ to _____ Times from: _____ to _____
Do you have a sibling who will be attending our summer camp? <input type="checkbox"/> No <input type="checkbox"/> Yes	If you checked yes, what dates and times will your sibling be attending camp? Dates from: _____ to _____ Times from: _____ to _____

Volunteer | Questionnaire

I want to participate in the Counselor in Training (CIT) Program because: (check all that apply)

- I would like to be a counselor one day
- I would like to learn how to be a leader
- I am completing service hours for my school
- My parent(s)/ guardian(s) want(s) me to come
- I enjoyed coming to Summer Camp as a camper
- Other: _____

Please answer the following 2 questions:

1. What experience do you want to gain from participating in the Counselor in Training Volunteer Program?

2. If I were to ask one of your teachers, counselors or coaches about your attitude, what would they say?

Volunteer | Hours of Availability

Requirements:

- You **must** be able to commit to **a minimum of 4 days out of the week for a minimum of 5 hours each day.**
- It is **your** responsibility to inform your appointed Counselor if your availability changes.

Please check off a **minimum** of 4 days and 5 hours each day you are available to volunteer:

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
<input type="checkbox"/> 9:00am - 3:00pm	<input type="checkbox"/> 9:00am - 3:00pm	<input type="checkbox"/> 9:00am - 3:00pm	<input type="checkbox"/> 9:00am - 3:00pm	<input type="checkbox"/> 9:00am - 3:00pm
<input type="checkbox"/> 8:00am - 1:00pm	<input type="checkbox"/> 8:00am - 1:00pm	<input type="checkbox"/> 8:00am - 1:00pm	<input type="checkbox"/> 8:00am - 1:00pm	<input type="checkbox"/> 8:00am - 1:00pm
<input type="checkbox"/> 1:00pm - 6:00pm	<input type="checkbox"/> 1:00pm - 6:00pm	<input type="checkbox"/> 1:00pm - 6:00pm	<input type="checkbox"/> 1:00pm - 6:00pm	<input type="checkbox"/> 1:00pm - 6:00pm
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____

Please list any dates you are unavailable and add the reason below: (e.g. Family Vacation, Out of Town, etc.)

	Departure Date	Return Date	Reason
e.g.	7/4/2023	7/8/2023	Out of Town
1			
2			
3			
4			

CIT Applicant Printed Name

CIT Applicant Signature

____/____/____
Date

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature

____/____/____
Date

Agency, Volunteer and Parent/Legal Guardian Agreement

This agreement is intended to indicate the seriousness and deep appreciation with which the City of San Fernando Recreation and Community Services (RCS) Department treats its volunteers.

I. AGENCY

- To provide adequate information, training, and assistance for the Volunteer to be able to meet the responsibilities of their position
- To ensure diligent supervisory aid to the Volunteer and provide feedback on performance
- To respect the skills, dignity and individual needs of the Volunteer, and accommodate accordingly
- To be receptive to any comments from the Volunteer regarding ways in which we might mutually better accomplish our respective tasks
- To treat the Volunteer with respect and equality as any other RCS staff who jointly strives to accomplish RCS's mission
- To provide an opportunity for make each Volunteer's experience a productive and rewarding one.

AGREED TO:

_____ Cristina Moreno _____ 4 / 28 / 2023
 Staff Representative Printed Name Staff Representative Signature Date

II. VOLUNTEER

- To perform my duties to the best of my ability
- To adhere to agency rules and procedures, including record-keeping requirements and confidentiality of agency and client information
- To meet time and duty commitments
- To provide adequate notice if I am not available so that alternate arrangements can be made
- Participants with an unexcused absence may be dropped from the program.
- To honor the City of San Fernando Recreation and Community Services Department, especially when at the program and in uniform.
- To follow and adhere to the Dress Code/Uniform Policy in Training Handbook (includes camp and swimming attire).
- To attend required trainings before camp starts and during the summer
- To listen and cooperate with adult counselors and staff.
- I reserve the right to contact the CIT Counselor for support and guidance if I feel mistreated or unsafe.
- The facility is NOT responsible for lost or stolen articles.

I have read and agree to follow the listed expectations while volunteering with the City of San Fernando Recreation and Community Services (RCS) Counselor in Training (CIT) Program. I understand I may be discharged from my duties due to a direct consequence of my behavior, whether it be unsatisfactory work or inappropriate conduct.

AGREED TO:

_____ _____ _____
 CIT Applicant Printed Name CIT Applicant Signature Date

III. PARENT/LEGAL GUARDIAN CONSENT

In order for your child to become a volunteer in the Counselor in Training (CIT) Program, we must have a written consent. Please read and sign this form. If you have any questions or concerns, please feel free to call the Recreation and Community Services Department at (818) 898-1290. You are also encouraged to visit the work site and speak to a staff person about the program.

- I give permission for my child to volunteer for the City of San Fernando Recreation and Community Services (RCS) *Counselor in Training (CIT) Program*.
- I also understand that, should my child fail to comply with the Volunteer Agreement written above, my child will be placed on probation and will have to have his/her participant reevaluated for potential termination.
- I understand I am responsible to promptly pick-up my child upon arrival from any field trip. I also accept responsibility to provide transportation for my child to the field trip site if we miss the bus.
- Swearing, shoplifting, fighting or bullying of any type will not be tolerated. I understand I will be contacted to take immediate responsibility of my child if this sort of behavior is demonstrated.
- I hereby certify that I am the parent or legal guardian of the aforementioned participant or child (if participant is a minor) and that I am entitled to custody and control.
- I further certify that said participant is of good health, has no physical or other impairment which would endanger him/her in participating in such an activity program and fully understands the risk involved in such a program.

I HEREBY RELEASE, ABSOLVE, INDEMNIFY AND HOLD HARMLESS THE City of San Fernando, the San Fernando Recreation and Community Services Department, Department employees, activity leaders and any or all of them from any damage and/or liability arising out of or in connection with my or my child's participation in said activity. In the event of accident, injury or illness of the named participant, consent is hereby given to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act on the Medical Staff. I also give my permission for any necessary medical treatment. I realize that any medical bills will be my responsibility. In the event of injury to my child, legal ward and/or myself, I do hereby assume responsibility therefore, and hereby waive any and all claims for damages or loss against the City of San Fernando, the San Fernando Recreation and Community Services Department employees, and activity leaders. In addition, I hereby grant the City of San Fernando permission to use photographs, audio, and/or video taken of me while participating in the City program for use of City publications such as recruiting brochures, newsletters, and to use the photographs on display boards, and to use such photographs in electronic version of the same publications or on City of San Fernando websites or other electronic forms or media, and to offer them for use or distribution in other City publications, electronic or otherwise, without notifying me for which I will receive no compensation.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, religion, and handicapped status in employment or the provision of services.

I have read and agree to follow the listed expectations while my child volunteers with the City of San Fernando Recreation and Community Services (RCS) *Counselor in Training (CIT) Program*.

AGREED TO:

Parent/Legal Guardian Printed Name

Parent/Legal Guardian Signature

____/____/____
Date

Summer Camp Trip Rules

CIT's will have the opportunity to earn a place on summer camp trips by exhibiting leadership qualities. Depending on the amount of campers, a selected amount of CIT volunteers will be invited to participate. On-site summer camp will be closed on trip days for CIT's who are not invited to participate.

As a member of our CIT Program, you are required to follow certain rules and regulations in order for all to have a safe and enjoyable trip. Please observe the following instructions:

1. A completed and signed field trip slip is mandatory.
2. The bus will wait for no one. Plan accordingly to arrive on time. If you miss the bus, your parent/guardian is then responsible to provide transportation to the field trip site.
3. Bus rules presented by Supervisor or Bus Driver must be honored.
4. Swearing, shoplifting, fighting or bullying of any type will not be tolerated. Your parent/guardian will be called to take responsibility for you immediately.
5. Smoking or drinking alcoholic beverages is prohibited.
6. You may not leave designated areas approved by your counselor without permission.

I have read the above requirements and agree with the rules and regulations for all trips.

CIT Applicant Printed Name _____
CIT Applicant Signature _____/_____/_____
Date

I have read the above requirements and agree with the rules and regulations for all trips. Furthermore, I understand I am responsible to promptly pick-up my child upon arrival from any field trip.

Parent/Legal Guardian Printed Name _____
Parent/Legal Guardian Signature _____/_____/_____
Date