



YMCA

We build strong kids,
strong families, strong communities.

Burbank Community YMCA Counselor-In-Training (CIT) Program

Note: This is not a child care program

The CIT program is designed to train prospective staff members for employment at the Burbank Community YMCA's Summer Camp. The program gives participants a good behind the scenes look at camp life and shows them what it is really like to be a camp counselor. It is also designed to give participants positive volunteer service experience in their community. With this objective in mind, the program will attempt to give the CITs the necessary background to assume leadership roles. This is a program for teens serious about improving their leadership skills and learning to work with children.

CITs are not campers and they are not staff—they are volunteers for the YMCA. In volunteering for the Burbank Community YMCA's Summer Camp, CITs commit to volunteer a minimum of three weeks during our camp season in its entirety. "Job Shadowing" counselors and helping in the supervision of campers are both integral parts of being a Counselor-In-Training. CITs must abide by all rules and policies of the YMCA as stated in the CIT acceptance packet.

First year CITs will be matched with a leader within camp and work with different camper groups during the summer. Second year CITs will have the option to work with a camp group of their choosing. Third year CITs and incoming high school seniors will not only have the option to work with a camp of their choice but will also have specialized training in résumé building and job interview skills. Counselors will serve as mentors and CITs will ultimately be evaluated by the Camp Leaders and the CIT Coordinator. CITs will also take part in several training sessions and group discussions with the Camp Director and/or CIT Coordinator throughout the session.

Expectations of CIT's

- Report to camp daily on time between 8:30-9:00am and check in with the CIT Coordinator or Camp Leaders. *Note: arrival times may vary based on field trips.*
- Role-model for campers the YMCA six pillars of Caring, Honesty, Respect, Responsibility, Trustworthiness, and Citizenship.
- Provide a safe and healthy environment for campers.
- Help keep the camp property clean and free of litter.
- Take proper care of YMCA property and equipment.
- Be enthusiastic and engaged with campers during group and activity times.
- Always represent the YMCA in a positive manner.
- Ask Questions! Questions are good—you are here to learn!
- Have timely communication with the CIT Coordinator regarding need for absence, late arrival or early dismissal.
- Have timely communication with the CIT Coordinator regarding issues or concerns you have about campers, staff members or yourself.
- Write a one-page reflection regarding your experience at the completion of your session.

CIT Responsibilities

- Assist counselors with management of campers.
- Communicate with staff problems or issues that arise with campers.
- Work with counselors to resolve disciplinary issues that arise with campers.
 - Note that CITs should at no time decide on punishment or disciplinary action of campers. All issues of this nature should be resolved with the help and assistance of a staff member.
 - CITs are not to take total responsibility for campers or attempt to correct unusual problem situations.
- Be active participants and assist staff during all camp activities.
 - Help campers in being successful with games, projects and activities.
 - Assist in leading games and activities during downtimes and rainy days.
- Assist in the set-up and facilitation of camp events such as theme days.
- Assume additional, reasonable responsibilities as assigned by the Camp Leaders and CIT Coordinator.
- HAVE FUN and BE SAFE!

Other

- CITs are on duty until 4:00pm daily. *Note: this time may change based on field trip schedules.*
 - CITs who are to be picked up by parents or guardians should be picked up by 4:00pm daily. Those who need to stay beyond 4:00pm will assume the same responsibilities as stated above.

For questions about this program, please contact Matt Martinez, CIT Coordinator, at (818) 562-5461 ext. 295 or matt@burbankymca.org

*****All CIT applications are due by Friday, April 23rd, 2010*****

Burbank Community YMCA Counselor-In-Training Application

Part 1—Information About You

Name: _____ Today's Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Email Address: _____

Name of Parent/Guardian: _____

School You Attend: _____ Last Grade Completed: _____

Current GPA: _____

***Please include a copy of your unofficial transcripts**

Part 2—References

One form or letter of reference is needed in order to apply to the CIT program. Reference forms/letters cannot be from people related to you and should speak to characteristics such as your leadership, creativity, enthusiasm, initiative, etc. ***Note:** *Forms/Letters should be returned in a sealed envelope. One reference form is included.*

Part 3—Your Experiences

SKILLS, TALENTS, INTERESTS:

Please list any particular skills, talents, or interests you would like to share.

SUMMER CAMP EXPERIENCE:

List below all past camp experiences. If no camp experience, please state "None".

Note: prior camp experience not required for eligibility.

Name of Camp:

Year:

Location:

Camper, Volunteer, or Staff?

Name of Camp:

Year:

Location:

Camper, Volunteer, or Staff?

JOB OR WORK RELATED EXPERIENCE:

List below all present and past employment starting with your most recent employer. If no work

experience, please state "None". Note: prior work experience not required for eligibility.	
Current or Last Employer:	
Dates of Employment: From (month/year):	To (month/year):
City:	Job Title:
Duties:	
Previous Employer:	
Dates of Employment: From (month/year):	To (month/year):
City:	Job Title:
Duties:	

EXPERIENCE IN CLUBS, SPORTS, ORGANIZATIONS OR VOLUNTEER WORK:	
List below all participation in clubs, sports, organizations, or volunteer work which relate to being a CIT. If you do not have experiences in these areas, please state "None".	
Note: prior experiences in these areas are not required for eligibility.	
Name of Club/Team:	
Organization:	Time/Years as Member:
Role/Responsibilities:	
Name of Club/Team:	
Organization:	Time/Years as Member:
Role/Responsibilities:	
Name of Club/Team:	
Organization:	Time/Years as Member:
Role/Responsibilities:	

CURRENT CERTIFICATIONS:
List below any certifications you have (such as First Aid, CPR, Lifeguard, Babysitting, etc...) which relate to being a CIT. If no certifications, please state "None".
Note: prior certifications are not required for eligibility.

Type of Certification:	
Issuing Organization:	Expires:
Type of Certification:	
Issuing Organization:	Expires:

THANK YOU FOR YOUR INTEREST IN VOLUNTEERING. WE WILL BE CONTACTING YOU SOON TO SET UP AN INTERVIEW. PLEASE BE AWARE THAT WE DO NOT TRADE OUT MEMBERSHIPS OR PROGRAMS IN EXCHANGE FOR VOLUNTEERING AND VOLUNTEERING DOES NOT NECESSARILY LEAD TO EMPLOYMENT AT THE BURBANK COMMUNITY YMCA.

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HEREBY AUTHORIZE THE BURBANK COMMUNITY YMCA TO ENGAGE IN A BACKGROUND CHECK AND THE INVESTIGATIONS OF ALL STATEMENTS CONTAINED HEREIN INCLUDING THE REFERENCES LISTED ABOVE, TO GIVE YOU ANY AND ALL PERTINENT INFORMATION THEY MAY HAVE. I HEREBY RELEASE ALL PARTIES FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING THE INFORMATION DESCRIBED IN THE PREVIOUS SENTENCE, TO THE BURBANK COMMUNITY YMCA.

APPLICANT SIGNATURE _____ DATE: _____

PARENT/GUARDIAN SIGNATURE _____ DATE: _____
(IF UNDER 18 YRS.)

*****All CIT applications are due by Friday, April 23rd, 2010*****

BURBANK COMMUNITY Y



COUNSELOR-IN-TRAINING APPLI



Reference Form
Burbank Community YMCA
Summer Camp CIT

Matt Martinez
CIT Coordinator
Burbank Community YMCA

332 East San Jose Avenue
 Burbank, CA 91502-1132
 Main (818) 562-5461
 Fax (818) 842-0727
 matt@burbankymca.org

To The Applicant: Please fill out and sign the boxed section and give to a non-related individual to fill out.

Name of Applicant: _____	Position applied for: <u>Counselor-In-Training (CIT)</u>
I authorize the release of this information to the Burbank Community YMCA.	
_____ Signature	_____ Date

*To the reference, the above named individual has applied for a Counselor In Training (CIT) position at the Burbank Community YMCA Summer Camp. Because it is important that our volunteers and leaders have the patience and understanding to work well with children, parents, staff members and fellow CITs, we would like information concerning the personal and professional qualifications of this applicant. Characteristics such as creativity, initiative, self-motivation, energy, cooperation, and personal integrity are important. Your assistance is appreciated, and your responses will be kept in confidence. Thank you for your promptness in completing this form! **Please return to the applicant in a sealed envelope as soon as possible.** Thank You! *Please note that you can send a reference letter instead of this form but make sure to cover all of the areas that you are asked to comment on within this form.**

How long and in what capacity have you known this applicant? _____

What do you feel is the greatest strength of this applicant with regard to being a leader, instructor and/or volunteer at the Burbank Community YMCA's Summer Camp?

In what way would you like to see this applicant develop personally?

Would you have any reservations about children being in the care of this applicant? Please comment. _____

In your opinion, is this applicant a suitable positive role model for youth ages 5-13? Please comment. _____

Please rate this applicant in the following areas:

	Excellent	Good	Fair	Poor	N/A	Comments
Cooperates with supervisors						
Has good communication skills						
Relates well with children						
Is patient						

Is punctual						
Displays a positive attitude						
Is mature						
Is safety-conscious						
Has a sense of humor						
Can grasp ideas quickly						
Considers alternatives and consequences before acting						
Completes tasks enthusiastically						
Relates well with peers						
Is caring						
Is honest						
Is respectful						
Is responsible						
Is trustworthy						
Is flexible-can adapt to changing situations						

Overall Rating of this Applicant:						
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_____ I recommend acceptance without any reservations

_____ I recommend acceptance with some reservation (List concerns below)

_____ I recommend that this applicant not be accepted to the CIT program (List concerns below)

Remarks: _____

Reference Printed Name

Reference Signature

Title

Date

Organization (If Applicable)

Telephone Number