



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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. The program runs the entirety of the Burbank Community YMCA's eleven week summer camp season. "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.

CITs will be paired up with an experienced camp counselor each day and will be able to interact with different camper groups during the summer. CITs will also receive specialized training in résumé building and job interview skills which will prepare them for the job search when they are ready. Counselors will serve as mentors and CITs will ultimately be evaluated to receive constructive feedback by the Camp Leaders and the Youth Development Coordinator. CITs will also take part in several training sessions and group discussions with the Camp Director and/or Youth Development Coordinator throughout the session.



Expectations of CIT's

- Report to camp daily on time between 8:30-9:00am and check in with the Youth Development Coordinator or Camp Leaders. *Note: arrival times may vary based on field trips.*
- Role-model for campers the YMCA six pillars of Caring, Fairness, 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 Youth Development Coordinator regarding need for absence, late arrival or early dismissal.
- Have timely communication with the Youth Development Coordinator regarding issues or concerns you have about campers, staff members or yourself.

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 Youth Development Coordinator.
- HAVE FUN and BE SAFE!

Other

- CITs are on duty until 4:00pm daily. *Note: this time may vary based on field trips.*
 - 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 Aileen Flores, Youth Development Coordinator, at (818) 562-5461 ext. 246 or aileen@burbankymca.org

**Burbank Community YMCA
Counselor-In-Training Application**

Part 1—Information About You

Name: _____ Today's Date: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

School You Attend: _____ Last Grade Completed: _____

Current GPA: _____

Part 2—Your Experiences

SKILLS, TALENTS, INTERESTS:

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

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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:

Part 3—References

Please list 3 adults that have known you for at least 2 years and a phone number and address where they can be reached.

Name	Phone	Address	Relation	Years Acquainted

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 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_____
(IF UNDER 18 YRS. OF AGE)

DATE:_____



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Counselor-In-Training Position Description

Position Title: Counselor-In-Training	Department: Child Development Center: Summer Camp
Reports to: Youth Development Coordinator/Camp Leaders/Summer Camp Director/CDC Director	

GENERAL DESCRIPTION:

The person selected for this position will be responsible for assisting in the general supervision and management of a group of children. This person will also be responsible for helping with housekeeping tasks and other duties as assigned by supervisor.

QUALIFICATIONS/ PERSONAL REQUIREMENTS:

1. Must be in High School.
2. Must have an interest in working with youth in a camp setting.
3. Must have the ability to motivate, lead, and teach children.
4. Must have the ability to accept supervision.
5. Must be a sensitive individual with a warm and friendly personality.
6. Must be able to relate well to both children and adults on all levels of the socioeconomic structure of the community.
7. Must be in good health.
8. Must be agile enough to perform the job working with children.
9. Must have good communication skills.
10. Must be motivated, highly adaptable to change, outgoing and personable.
11. Must be a team player.
12. Must adhere to policies and procedures such as, but not limited to:
 - a. Counselors-In-Training will NOT, AT ANY TIME, smoke, drink alcohol, use drugs, talk about sex with, or in the presence of, any camper, or otherwise engage in any inappropriate behavior while on duty or on or near the work premises.
 - b. The above must be followed when off of work in public places where our campers may be.
 - c. Counselors-In-Training must follow the dress code standards at all times.
 - d. Counselors-In-Training must follow the social media guidelines as stated by the Burbank Community YMCA

RESPONSIBILITIES PRIOR TO THE START OF CAMP:

1. Turn in all applicable paperwork prior to pre-camp training sessions.
2. Attend, as well as participate, in all pre-camp trainings, conferences, and special events as assigned.

RESPONSIBILITIES DURING CAMP:

Responsibilities will include, but will not be limited to, the following:

1. Work directly with a group of campers.
2. Help supervise assigned camper group.
3. Be informed and alerted to all information pertaining to the health and well-being of assigned campers (i.e., health needs and concerns, medications, special needs, etc.).
4. Immediately report any and all unusual circumstances, unsafe conditions, and/or work related injuries/illnesses that occur during the camp day to the Camp Leader or Youth Coordinator.
5. Help with general housekeeping tasks.
6. Attend all CIT meetings and recommended training programs.
7. Model the YMCA philosophies of Activate America, Listen First, Asset Development, and the six pillars of Caring, Respect, Responsibility, Trustworthiness, Fairness, and Citizenship.
8. Survey the environment daily for safety.
9. Participate in the on-going responsibility of keeping the day camp site clean at all times.
10. Assist all center activities under the direction of the site coordinator in accordance with the policies and philosophy of the center.
11. Be sensitive to individual children in relationship to their cultural and socioeconomic background.
12. Treat children with dignity and respect.
13. Help supervise during snack and lunch activities.
14. Perform other duties, as assigned by supervisor, to maintain efficiency throughout the organization.

TRANSPORTATION:

1. Ride on the bus with the campers to all events and activities.
2. Help maintain control of campers while on the bus.

WORKING CONDITIONS:

Environmental Factors: Indoor and outdoor facilities; exposure to heat, cold, potentially hazardous chemicals, toxic materials; work on slippery or uneven surfaces. Noise level is usually moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee or volunteer to successfully perform the essential functions of this position. While performing the duties of this position, the employee or volunteer is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The employee or volunteer frequently is required to stoop, bend, kneel, crouch, crawl, talk, hear, stand, walk, sit, reach with hands and arms. The employee or volunteer must occasionally lift, push, pull, and/or move up to 10 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

ACKNOWLEDGEMENT:

I have read and understand this position description and agree to fulfill all requirements necessary for the satisfactory performance of all responsibilities described. I am able to perform the functions of the position listed above with or without reasonable accommodations. I will require the following reasonable accommodations (if none, print "none"): _____

I will comply with all local, state and federal laws as well as requirements established by our YMCA policies and procedures, including but not limited to, our Employee Handbook. By example, in performance, through behavior and in interaction with staff, YMCA members, and volunteers, our community and visitors, I will further the goals and objectives of the YMCA and make a positive contribution to building strong kids, strong families, and strong communities by upholding the YMCA's core values of Caring, Honesty, Respect and Responsibility.

CIT's Name Printed

CIT's Signature

Date

Parent/Guardian Name Printed

Parent/Guardian Signature

Date

CIT Coordinator Signature

Date