

# City of Amesbury CIT Application (14 and 15 year olds and up) \*Not Paid

Name: \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Gr on 9/15 \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

T- Shirt Size: \_\_\_\_\_sm \_\_\_\_\_med \_\_\_\_\_lg \_\_\_\_\_xlg

Please circle which program(s) you are interested in:

Tadpole(ages 3-5)   Park(ages 6-11)   Camp Kent   Tennis

Swimming   Sailing   Theatre Arts   Archery

Do you have previous leadership training? Yes / No Where? \_\_\_\_\_

What did you do? \_\_\_\_\_

Interests, Hobbies and Experiences: Please list all sports in which you have participated. Please include any specific crafts, hobbies, or skills you may have.

\_\_\_\_\_

Please explain why you would like to be a candidate for a CIT position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any dates or weeks that **you are not available to work this summer:**

\_\_\_\_\_

What time of day are you available for an interview? \_\_\_\_\_

Do you need community service hours? Yes / No If yes, how many? \_\_\_\_\_

Please list any previous jobs and describe your duties:

Job: \_\_\_\_\_

Duties: \_\_\_\_\_

Job: \_\_\_\_\_

Duties: \_\_\_\_\_

What do you hope to take out of this experience and how can we help? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Please provide one letter of recommendation from a teacher, coach, etc**

**Injury waiver:** Participation in this sport /activity may involve risk of injury. As a parent, guardian or participant, I am aware of these hazards and my ability to participate. In consideration for participation in the program(s) listed above, I hereby for myself, my heirs, executors and administrators waive and release all rights and claims against the City of Amesbury, its officers, employees, agents, volunteers and supervisors, except in the case of sole negligence, from all losses, injury, damages, fees and other expenses, arising out of or in connection with participation in the activity.

**Signature of parent or guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return to: Kathy Crowley, Amesbury Youth Director, 68 Elm St, Amesbury, MA 01913

**Please return with a copy of school ID or birth certificate, cori form, reference letter and \$10 for t-shirt. Email me for cori form at [kathleen@amesburyma.gov](mailto:kathleen@amesburyma.gov)**

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### 2016 CIT Orientation Information:

If you are chosen for a CIT position, there will be a Tadpole Park Program orientation on:

**June 27 — 9:30-11:30 @ Town Hall**

**June 28 — 1-3p @ Town Park**

Camp Kent CITs and all other CITs will have separate orientations. You will be contacted by your supervisors for information regarding those orientations.

Kids day in the Park is June 30. All CITs and staff must attend as part of their orientation.

**June 30 — 9:30am-1:30 @ Town Park**

**\*Attendance on these dates and times are mandatory.**

### **CIT's- Ages 14 & Up**

Volunteering as a CIT for Amesbury Youth Recreation is a prestigious position and has grown to be a very successful program over the years. As a volunteer you will not be paid for this position, however, you will gain valuable experience in childcare skills, self confidence, team building abilities, as well as community service hours required for Graduation from Amesbury High School.

As a CIT you will assist staff in the Summer Recreation programs and take on more responsibility as your abilities are displayed to your supervisor. Such abilities as; implementing appropriate and creative activities, serving as a positive role model for child participants and your fellow staff and assisting with counselor duties, including maintenance of areas and equipment are all aspects of CIT participation that you will be evaluated on.

Due to the large amount of CITs we employ each year, all CITs are scheduled for 2 weeks. CITs who display work at programs that exceed our expectations may be considered to work additional weeks for additional community service hours. Please provide single dates or week dates that you are **not available** to work, and we will do our best to accommodate your schedule.

**All applicants who are interviewed must provide the following:**

1 letter of reference – even if you provided one last year!

\$10 for your CIT t-shirt

CIT application form

Photo ID

CORI form – please email [spiriton@amesburyma.gov](mailto:spiriton@amesburyma.gov) for the CORI form as it is not available online.

**To be considered for a CIT position at any program, please fill out the CIT application and send it, along with other required materials to**

Kathy Crowley  
68 Elm St. 2<sup>nd</sup> Floor  
Amesbury, MA 01913

If you are selected for an interview you will be contacted by a supervisor. We look for CITs to help us make our summer programs rewarding experiences for all. If you enjoy working with children and want to learn about the opportunities in the Youth Recreation department, join our team!

**Contact us with questions:**

Director, Kathy Crowley [Kathleen@amesburyma.gov](mailto:Kathleen@amesburyma.gov) 978-388-8137 x560

Assistant Director, Nicole Spirito [spiriton@amesburyma.gov](mailto:spiriton@amesburyma.gov) x561

CIT application available at [www.amesburyma.gov](http://www.amesburyma.gov) Departments, Youth Recreation, Forms and Documents

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### Introduction and Overview

The Amesbury summer Counselor in Training program is designed to give teens aged 14-16 the opportunity to discover what it is like to be a counselor at a summer camp. Trainees will develop leadership and teamwork skills while experiencing a mature and professional environment designed to prepare them for future employment as a camp counselor.

While CITs are not paid Camp Staff, they are given many responsibilities and are expected to act in a mature manner at camp. The program is designed to provide fun and meaningful activities for all participants, and CITs are expected to be viewed as role models by the campers and are not campers themselves. CITs are an integral part of the camp experience and by following policies and performing assigned duties they are contributing to both a fun and professional environment.

Camp staff maintains an open door policy for CITs. If a CIT has an issue, concern, comment or idea at any point during the day, they are encouraged to seek out the CIT supervisor or other program supervisor. Amesbury summer youth programs are each a fun, enjoyable and safe place where every participant can feel comfortable and welcome.

### Hours of Operation:

- Preschool program CIT - 8:45-12 noon, Monday through Friday
- Park program CIT - 8:45- 2:15 on Monday, Tuesday, Wednesday & Friday
- Camp Kent CIT - 8:45-2:45, Monday through Thursday

### Responsibilities and Expectations:

#### General Functions:

Provide leadership relating to youth programming for the Summer Recreation Program or After School programs.

#### Job Requirements:

The CIT reports to the CIT Supervisor and will:

- \*\* Implement appropriate creative activities.
- \*\* Assist the Supervisor and staff in maintaining activity schedules and other duties.
- \*\* Assist in supervising participants at all times.
- \*\* Assist other counselors with duties when necessary.
- \*\* Assist with any special events.
- \*\* Assist in the cleanliness and maintenance of areas being used.
- \*\* Assist in handing out important notices, permission slips and weekly newsletter to parents.
- \*\* Act as a positive role model for children at all times.
- \*\* Lead a campwide activity at least once during scheduled employment.\*\*

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### **CIT All Camp Activity**

Each week, the counselors-in-training will be responsible for developing an activity for the whole camp to participate in. Each CIT will meet with the CIT supervisor each day during lunch or at end of shift to plan this activity. CITs will be responsible for facilitating the activity for the whole camp. These "all camp" activities will be developed by all the CITs and teamwork and participation are required.

### **Dress Code**

- \*\* CIT shirt is to be worn daily. You may purchase an extra shirt for \$10.
- \*\* Shorts should be appropriate length.
- \*\* Sneakers only (no open toed shoes).
- \*\* Long jeans and skirts are not permitted.
- \*\* You must have a watch. Your phone is not a watch, & phones are not permitted during the work day.
- \*\* No hoops or long dangling earrings.

**Dress code is enforced by all camp staff. Failure to comply will result in disciplinary action.**

## **Camper Interaction Guidelines**

### **Physical Contact**

\*\*CIT and Staff Counselor relationships are prohibited.

Physical contact is an important part of connecting with the kids that you work with. When used appropriately, physical contact can make a child feel safe, accepted, and included. You should never touch a child in their private area (anywhere that a bathing suit would cover). While appropriate physical contact can make a positive impact on a child, you should never touch a child that does not want to be touched. Always make sure that you are in sight of another staff member when you are with a child.

#### **Examples of appropriate physical contact:**

Handshake, high five, quick side hug, pat on shoulder

#### **Examples of inappropriate physical contact:**

Lap sitting, lifting/carrying campers, aggressive contact, long hugs, kisses of any kind

### **Verbal Interaction**

CIT's should speak to campers with respect. When giving directions, CITs should use polite language such as "please" and "thank you". Try to include explanations in directions as campers are more obliged to follow direction if they understand why it is important. Always ask "does anyone have any questions?" after giving directions. If at anytime a camper refuses to acknowledge or follow directions, please inform a counselor before you speaking with the child. All verbal interactions with children that are in regards to a child's insubordination should be constructive, rather than deprecating. Never shame a child for inappropriate behavior, and speak with the child separately rather than in front of their peers.

### **Out-of-Camp Interactions**

CITs are not to have any out of camp interactions with participants of any Amesbury Recreation programs. Out-of-camp interactions include phone conversations, internet relationships (ie. Friending on facebook, twitter, instagram, or other social media), and meeting up with participants in person. We understand that you may have previous relationships with participants of the programs. Please see your supervisor if you have questions about prior relationships with participants. CITs are not to transport participants to or from programs and should not exchange any personal information to participants.

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### **Staff to Staff Interactions**

While trainees may become friends or have friends who are participating in the program, non-camp related conversations should be left off of program sites.

CIT's should never discuss anything inappropriate with their peers while at camp, even if they believe there is no one to hear them.

Visitors are not permitted at camp. Because we do not have proper documentation of all who have access to program sites, we cannot allow visitors to spend any time at programs. CIT's are expected to contribute to a professional environment, and as such should not be spending their time with anyone besides camp participants during camp hours.

If at anytime you have a doubt about whether an interaction is appropriate, do not engage in the interaction and seek guidance from your supervisor.

## **Camp Rules and Guidelines**

### **Attendance:**

CIT's are expected to attend camp every one of their scheduled days. If a CIT is unable to attend camp, please inform the Camp Supervisor as soon as possible by calling the camp number.

Park: 978-479-1480

Preschool: same as above

Camp Kent: 978-834-0359

Please make sure you call the number if raining so you know where to go. Park and Preschool have separate rainy day locations. Camp Kent and boating programs will run in the rain.

### **Personal Belongings:**

It is best for any personal belongings other than essential camp gear (lunch, drinks, and sunscreen) to be left at home. Amesbury Recreation is not responsible for any belongings lost or stolen at camp. Personal electronics are prohibited while at camp and should be left at home. If a CIT needs to bring a cell phone in order to contact their parents, it can be left in the office. **Cell phones are strictly prohibited while at camp.**

### **Lunch:**

CIT's should bring their lunch and drinks. There is no refrigerator to store lunches so you should plan accordingly. If not scheduled to meet with CIT supervisor during lunch, CITs are expected to be sitting with the kids.

### **Behavior:**

We take great pride in the outstanding respect that our participants have exhibited over the years with our program. For the enjoyment and safety of all participants and staff, inappropriate behavior will not be tolerated. Grounds for dismissal include: disrespect for others or property, foul language, fighting, bullying, sexual harassment, spitting or biting. Displays of such behaviors may result in your immediate dismissal from your position.

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### **Discipline Policy:**

CIT's are expected to follow camp rules and guidelines. If a rule is not followed, disciplinary action may be taken.

1<sup>st</sup> offense- Verbal warning

2<sup>nd</sup> Offense- Written warning to parents

3<sup>rd</sup> Offense- Asked to leave program

If a CIT receives a verbal warning, they are encouraged to speak with either the CIT Supervisor or Camp Supervisor to understand more about what guideline they may not have followed.

### **Future Employment:**

CIT's are welcome to apply for Counselor positions once 16 years old or 18 years old for Camp Kent. CIT's will be evaluated throughout the summer by program staff on the following:

Enthusiasm

Taking Initiative

Knowledge of program structure and rules

Being where supposed to be

Dealing with Behavior

Professionalism and being a good role model

**Those who exceed expectations in the above areas may be asked to work more than the 2 weeks initially signed up for.**