



RECREATION VOLUNTEER COUNSELOR IN TRAINING (C.I.T.) PROGRAM

Thank you for your interest in the City of Tustin Counselor in Training (C.I.T.) Program. This program is for teens who want to further develop their leadership and communication skills as well as gain experience in planning and instruction activities for young children. Acceptance into the program is based on an application and interview.

Complete Application Includes:

- *Program Application
- *Personal Reference Form or Letter of Recommendation
- *C.I.T. Essay (See Application Procedure)

Application Deadline: May 13, 2016

This non-paid position will perform responsible work related to children & youth summer day camps in the Recreation Department. Under supervision, volunteers will work closely with part-time Recreation Staff in a summer day camp setting, which runs both indoors and outdoors. Volunteers will be assigned to either Littler Folks Camp or Camp Tustin.

Description/Responsibilities:

- Assisting in supervision and safety of children during activities and off-site excursions.
- Organizing group activities/games, leading arts and crafts and other projects.
- Positively interact with staff, participants, parents and the general public.
- Enforcing camp rules and guidelines.
- Demonstrate a more mature level than campers.
- Performing other duties as required.

Desired Skills, Interests & Experience:

- Ability to entertain children; have a positive attitude; be creative and imaginative; the ability to establish and maintain professional and effective working relationships with staff and the general public.
- Ability to lead participants in activities, games, crafts, song time and other projects.
- Must be a high school student entering the 9th through 12th grade, ages 14-17 years old.
- Must enjoy working with people; be responsible and able to follow directions and rules.
- Knowledge of recreational programs and activities associated with youth. (either by previous participation or volunteer experience, etc.)

Time Commitment:

Volunteers will be required to work for one week (3-week maximum limit), Monday through Friday, approximately 20 hours per week. C.I.T.'s assigned to Camp Tustin will be asked to work 10am-3pm, Monday through Friday, with the exception of excursion days. C.I.T.'s assigned to Little Folks will be asked to work 8:30am-12:30pm, Monday through Friday.

Physical Tasks and Environmental Conditions:

Candidates must be able to walk/run with children while playing games and leading excursions. In addition, candidates must be able to work for extended periods in the outdoors, and be exposed to the sun and varying temperatures.

Application Procedure and Selection Process:

Please submit the application packet by May 13, 2016.

- 1) Completed program application.
- 2) One personal reference form or letter of recommendation.
- 3) C.I.T. 250-500 word essay answering the following questions; what makes me a good CIT and how will I benefit the program? The essay must be neatly written or typed.

Applications will be accepted by the Parks and Recreation Department; you cannot register online for this program. Interested students may obtain a Counselor in Training Volunteer Application Packet from the Columbus Tustin Activity Center, 17522 Beneta Way, Tustin, 92780 or on the City's website at www.tustinca.org. Applications will be reviewed and qualified participants will be contacted for interviews. If you have further questions, please contact the Columbus Tustin Activity Center at 714-573-3125.

Interviews:

Eligible candidates will be contacted for interviews the week of May 16th.

Training:

C.I.T.'s that have been accepted into the program will be required to attend a **mandatory training/orientation** on Friday, June 10th 3:00-5:00pm. The training/orientation will be held at the Columbus Tustin Activity Center. Release of Liability and Health History Forms will be due upon completion of the Friday, June 10th training date in order for the applicant to participate in the program.