



**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 instructing activities for young children. Acceptance into the program is based on an application and interview.

Complete Application Includes:

- *Program Application
- *C.I.T. Essay (See Application Procedure)

Application Deadline: April 16, 2021

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 Little 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 (5-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 April 16, 2021

- Completed program application.
- C.I.T. 250-500 word essay answering the following questions;
 - >What makes me a good CIT?
 - >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 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 Parks and Recreation Front Desk at (714) 573-3326.

Interviews:

Eligible candidates will be contacted for interviews, tentatively scheduled for the week of May 3rd.

Training:

C.I.T.'s that have been accepted into the program will be required to attend a **mandatory training/orientation** on Friday, May 20th 1:00-3:00pm. The training/orientation will be held at the Columbus Tustin Activity Center. Release of Liability and Health History Forms will be due upon completion at the Friday, May 20th training date in order for the applicant to participate in the program.



City of Tustin Parks & Recreation Counselor in Training Application

**RETURN TO:**

City of Tustin Parks & Recreation
Columbus Tustin Activity Center
300 Centennial Way
Tustin, CA 92780

Or to
Joanna Contreras at
JContreras@tustinca.org

_____ Last Name	_____ First Name	_____ MI
(_____)_____ Home Phone Number	(_____)_____ Alternate Phone Number	

Street Address _____	City _____	State _____	Zip _____
Birth Date _____	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Education (Circle highest grade completed) High School: 9 10 11 12 Name of School _____	

EMERGENCY CONTACT INFORMATION

Emergency Contact _____	Telephone Number (Day) _____	(Evening) _____
Street Address _____	City _____	State _____ Zip _____
Relationship _____		

Special Skills/Education/Training:

Previous Volunteer Experience:

What are your goals for a volunteer job now?

- College Credit
 Meet People
 Gain Skills
 Improve Community
 Prepare for Employment
 Other, Please Specify: _____

AVAILABILITY

Time available to work:

Hours Per Week: _____ Days Available: _____ Number of Days Per Week: _____

Unavailable Days: (if any) _____

CAMP PREFERENCE

- Little Folks Camp (Monday – Friday, 8:30am—12:30pm)
 Day Camp (Monday—Friday, 10am-3pm)

OFFICE USE ONLY

Application Received Date: _____ Interview Date: _____
 Health History Form
 Release of Liability Form

APPROVED BY _____ DATE _____

VOLUNTEER SIGNATURE _____ DATE _____

City of Tustin
Liability Release Form

I _____ fully understand that my participation in the City of Tustin's Counselor in Training Program, scheduled for June 1, 2021– August 6, 2021 Summer Camp may expose myself to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in the Event and agree to assume any such risks.

1. I release, discharge and covenant not to sue the City of Tustin, it's employees, officers, council members and agents (hereinafter collectively referred to as "the City") for and from any and all claims and liability arising out of strict liability, dangerous condition of public property and/or to indemnify and hold the City harmless from any claim, judgment or expense the City may incur which may arise out of my participation in the event.

2. I acknowledge that Summer Camp is inherently dangerous and that I participate at my own risk. I further understand that Summer Camp contains risks of minor injuries, serious injuries and even death, and that other participants in Summer Camp pose a danger to me. Nevertheless, **I voluntarily elect to accept all risk** connected with my participation in Summer Camp.

3. I acknowledge that no oral representations or inducements have been made to me to sign this agreement. If any portion of this agreement is held invalid, it is agreed that the balance thereof shall continue in full legal force and effect.

4. I agree that this agreement shall apply to any incident, accident, injury or death occurring during my participation in Summer Camp.

**I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS.
I AM AWARE THAT THIS IS A FULL RELEASE OF ALL LIABILITY, AND SIGN IT OF MY
OWN FREE WILL.**

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____

School Student Attends: _____

EMERGENCY INFORMATION

Parent/Guardian(s) may be reached on this date at:

Mother's Name _____ Phone: () _____ - _____

Father's Name _____ Phone: () _____ - _____

Emergency Contact _____ Phone: () _____ - _____