

## CITY OF TUSTIN PARKS AND RECREATION DEPARTMENT

# COUNSELOR IN TRAINING PROGRAM

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

This non-paid position will be responsible for work related to children and youth summer day camps in the Parks and Recreation Department. Under supervision, a C.I.T. will work closely with recreation staff in a summer day camp, which runs indoors and outdoors.

**Application Deadline: April 10, 2023**

### **Description/Responsibilities:**

- Assist in supervision and safety of children during activities and excursions
- Organizing group activities/games, arts and crafts, and other projects
- Positively interact with staff, participants, parents, and the general public
- Enforce camp rules and guidelines
- Perform other duties as assigned

### **Requirements:**

- 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 be 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:**

C.I.T.s 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 10 am-3 pm, Monday through Friday, with the exception of excursion days. C.I.T.s assigned to Little Folks will be asked to work 8:30 am-12:30 pm, Monday through Friday.

\*Times are subject to change.



**Physical Tasks and Environmental Conditions:**

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

**Application Procedure and Selection Process:**

Please submit the application packet by April 10, 2023.

Complete Application Includes:

- Program Application
- Personal Reference
- C.I.T. Essay
  - Type a 250-500 word response to the questions below in essay format.
    - What qualities or experience make you the best candidate for the C.I.T. Program?
    - How will you benefit from this program?
    - What would you like to learn or gain from this program?

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](http://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 Recreation Center at (714) 573-3009.

**Return to:**

The City of Tustin  
Parks and Recreation Department  
Attn: Emily Perez  
300 Centennial Way  
Tustin, CA 92780

Phone: (714) 573-3009  
Fax: (714) 731-8247  
Email: [eperez@tustinca.org](mailto:eperez@tustinca.org)

**Interviews:**

Eligible candidates will be contacted for interviews, tentatively scheduled for the week of May 1st.

**Training:**

C.I.T.s that have been accepted into the program will be required to attend a mandatory training on Tuesday, May 23rd from 3:00 to 5:00 pm. The training will be held at the Columbus Tustin Recreation Center. Release of Liability and Emergency Contact Forms will be due upon completion of the Tuesday, May 23rd training date in order for the applicant to participate in the program.

# COUNSELOR IN TRAINING PROGRAM



## Applicant Information

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First Name	Last Name	MI	
Street Address	City	State	Zip Code
Shirt Size	Phone Number	Email	
	F / M / Decline to State	9 / 10 / 11 / 12	
Birthdate	Sex	High School Name	Grade Level

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## Special Skills/Education/Applicable Training:

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## Previous Volunteer Experience:

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## Availability:

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Hours Per Week	Days Available	Number of Days Per Week
Unavailable Days (if any)		
Little Folks Camp (Monday - Friday, 8:30 am-12:30 pm)	Day Camp (Monday - Friday, 10 am - 3 pm)	
Camp Preference (Circle one)		



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## Personal Reference

Please rate the applicant in the following areas as realistically as you can in comparison with other high school students you have known.

	<b>Unable to Judge</b>	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>
Commitment to job or task				
Ability to work and relate to children				
Sense of responsibility				
Energy & Initiative				
Independence				
Originality & Creativity				
Leadership				
Concern for Others				

Please feel free to make any additional statements concerning the applicant's interest or readiness to work in the City of Tustin Parks and Recreation Department's summer day camp programs in the space below.

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First Name Last Name Phone Number

Signature Date

# CITY OF TUSTIN

## LIABILITY RELEASE AND ASSUMPTION OF RISK



WAIVER & RELEASE OF LIABILITY In consideration for participation in the programs and activities ("PROGRAMS") held in person, through an online platform, or by any other means whether located on or off of public property conducted by the City of Tustin, the Tustin Unified School District, or other such providers ("PROGRAM PROVIDERS"), I, on behalf of myself and on behalf of the participant of the PROGRAMS, if someone other than me (including any minor children for whom I have the capacity to contract) (collectively, "PARTICIPANT") hereby: (1) acknowledge that participation in the PROGRAMS is voluntary; (2) agree to follow and abide by all rules, regulations, guidelines, and codes of conduct applicable to participation in the PROGRAMS; (3) certify that the PARTICIPANT is in good health, physically able to participate in the PROGRAMS, and does not have a medical condition that could make participation in the PROGRAMS hazardous to the PARTICIPANT's health or the health of others; (4) agree that PARTICIPANT may have their photograph taken or be filmed in a class and used in future CITY promotional materials and publications and understand that I will not receive any compensation for such use. (5) agree that PROGRAM PROVIDERS may terminate PARTICIPANT from participation in PROGRAMS at any time and in their sole and absolute discretion; (6) understand that participation in the PROGRAMS can be dangerous and could expose the PARTICIPANT to risks of bodily injury, property damage, death, disability, communicable diseases, illnesses, viruses (including but not limited to COVID-19), or other loss to PARTICIPANT or others (collectively, "RISK OF INJURY"); (7) CERTIFY THAT PARTICIPANT AGREES TO ASSUME ANY AND ALL RISK OF INJURY ON BEHALF OF PARTICIPANT AND ANYONE WHO MAY CLAIM ON PARTICIPANT'S BEHALF; (8) CERTIFY THAT PARTICIPANT AGREES, ON BEHALF OF PARTICIPANT AND ANYONE WHO MIGHT CLAIM ON PARTICIPANT'S BEHALF, TO RELEASE, WAIVE, AND HOLD THE PROGRAM PROVIDERS HARMLESS FROM ANY AND ALL CLAIMS, ACTIONS, PROCEEDINGS, AND LIABILITY OF EVERY KIND OR NATURE WHATSOEVER, WHETHER FORESEEN OR UNFORESEEN, KNOWN OR UNKNOWN, RELATED TO, CAUSED BY, OR ARISING OUT OF PARTICIPANT'S PARTICIPATION IN THE PROGRAMS; and, (9) certify under penalty of perjury under the laws of the state of California that the foregoing is true and correct

**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: \_\_\_\_\_ Relation to Participant: \_\_\_\_\_

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: ( ) \_\_\_\_\_ - \_\_\_\_\_