

**TOWNSHIP OF MEDFORD  
DEPARTMENT OF RECREATION  
COUNSELOR-IN-TRAINING**

Thank you for your interest in our Counselor-In-Training (CIT) program. The CIT program is for students in grades 9-12. The position is a non-paying position, but it will help you gain valuable experience if you hope to work with children in the future. The time spent in the program also can be used for community service hours. In addition, participants in our CIT program often apply for paid staff positions when they reach the appropriate age. Involvement in this program gives applicants the hands-on experience to help them with the hiring process as positions become available.

If you would like to apply for the CIT program, please complete the enclosed application and return it to the following address no later than Friday, May 8th.

**TOWNSHIP OF MEDFORD  
DEPARTMENT OF RECREATION  
ATTN: COUNSELOR-IN-TRAINING  
17 NORTH MAIN STREET  
MEDFORD, NJ 08055**

Please make sure you indicate your preference of the Session you wish to work. Interviews and training will be held during the week of June 1<sup>st</sup> and June 8<sup>th</sup>. You will receive a letter or phone call from the Recreation Department informing you of the schedule.

Should you require additional information, please feel free to contact the Recreation Department at 609-654-2512.

Sincerely,



Jo Kuchera  
Program Director

## WHAT DOES IT MEAN TO BE A CIT?

A Counselor-In-Training assists the camp counselors with:

- Drop-off and pick-up supervision
- Planning, preparing, leading and cleaning up of activities
- Interacting with the children
- Ensuring the children's safety at all times

A Counselor-In-Training is a:

- Valuable volunteer because of the service he/she provides
- Organized volunteer who does his/her job well
- Leader who helps with program activities
- Understanding friend to the participants
- Needed member of the community
- Trustworthy volunteer
- Energetic source of leadership
- Eager worker
- Reliable source of help

A Counselor-In-Training is not a:

- Garbage collector
- Office clerk
- Babysitter
- Extra person without specific responsibilities
- Runner for delivering messages

CITs have checklists with specific duties and responsibilities to perform. In addition to the checklist, the Camp Director may request the completion of other duties. CITs should be included in all program planning. CITs are not responsible for disciplining children. All problems should be reported to the counselors. If you are not sure about CIT responsibilities or have concerns at any time, contact the Camp Director or the Recreation Department's Program Director.

The Counselor-in-Training, under the guidance of the Camp Director, assists camp staff with program development and supervision of participants. This person is required to lead and participate in activities such as crafts, games and special events. An outline of duties includes, but is not limited to, the following:

1. Communicates concerns to camp staff.
2. Attends camp meetings and required CIT training.
3. Assists counselor in planning activities for a well rounded program.
4. Schedules and leads at least 2 approved activities in a given session.
5. Assists in set up and take down of equipment and cleaning up area.
6. Reports all accidents and incidents to the Camp Counselor and/or Camp Director. Assists in documentation of injuries.
7. Assists with supervision of children on field trips by continuously performing head counts and reporting any discrepancies.
8. Contacts Camp Director if unable to attend or to discuss any other scheduling issues.
9. Actively participates in activities and is involved with the children.
10. Acts respectfully and responsibly. Is a good role model.

**TOWNSHIP OF MEDFORD DEPARTMENT OF RECREATION  
2009 COUNSELOR-IN-TRAINING PROGRAM APPLICATION**

NAME : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL # \_\_\_\_\_ E-MAIL \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ CURRENT GRADE IN SCHOOL: \_\_\_\_\_

1. What experience do you have working with children? (i.e. babysitting, school, church, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What activities/hobbies do you participate in? Also list organizations you belong to.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe your strengths and how you feel you can add to our program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Is there anything else you would like to tell us that you did not get a chance to include in previous answers?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Please list three (3) references. Please choose references that are not related to you.

| Name | Address | Phone | Relationship |
|------|---------|-------|--------------|
|------|---------|-------|--------------|

|                |                |                |                |
|----------------|----------------|----------------|----------------|
| _____<br>_____ | _____<br>_____ | _____<br>_____ | _____<br>_____ |
|----------------|----------------|----------------|----------------|

6. Please number in order your preference for the Session you would like to work. (If you are not available for a session because of a previous commitment/vacation, please mark N/A.)

Summer Camp A \_\_\_\_\_  
(6/29 – 7/10) Monday – Friday, 8:45 a.m. to 12:15 p.m.

Preschool Camp at Cranberry Pines \_\_\_\_\_  
(6/30 – 8/6) Tuesday – Thursday, 9:00 a.m. to 12:00 p.m.

Summer Camp B \_\_\_\_\_  
(7/13 – 7/24) Monday – Friday, 8:45 a.m. to 12:15 p.m.

Preschool Camp at Chairville \_\_\_\_\_  
(6/30 – 8/6) Tuesday – Thursday, 9:00 a.m. to 12:00 p.m.

Summer Camp C \_\_\_\_\_  
(7/27 – 8/7) Monday – Friday, 8:45 a.m. to 12:15 p.m.