

# NORWICH RECREATION DEPARTMENT

## Counselor-in-Training Guidelines

**All CIT applicants should be interested in working with children and possess maturity, flexibility, a strong work ethic, and the ability to have fun.**

Counselors-In-Training (CITs) are enthusiastic, responsible young people who are dedicated to creating a fun, safe and engaging experience for the younger members of our programs. The goal of the CIT program is to develop leadership skills that can be used throughout life. Being a CIT can help to develop skills in leading and teaching children.

CIT I applicants must be at least 13 years of age as of June 15<sup>th</sup> and have graduated from the sixth grade. Year I serves as the entry rung of the ladder leading to becoming a paid staff member.

CIT II applicants generally will have completed Year I as a CIT, however, in certain infrequent circumstances (ie. Medical or specialized prior training, or identification as 'Partner'), relevant experience will permit a CIT to enter as a CIT II, bypassing Year I. CIT II is the last rung of the CIT Program.

CIT II slots are more competitive and only available to a limited number of participants. Preference will be given to those who have successfully completed **at least 4 weeks** of our Year I CIT Program during the summer session and **at least 2 weeks** during the academic year. CIT IIs will participate in CIT training and activities for at least 2 weeks before becoming eligible to move into any open Counselor position (dependent on availability). If there is no open position, CIT IIs will be asked to stay on in training, and may be offered paid work on an "on-call" basis. They may also be offered the opportunity to be a 'Partner', working one-on-one under the mentorship of a participant. 'Partners' are selected based on many factors including prior training and level of responsibility exhibited in similar situations.

All CITs will be offered a Norwich Recreation registration for every week they attend as a scheduled CIT I or II. This registration is transferrable within a household, and does not expire. It can be applied toward any Norwich Recreation program.

CIT programs teach management and leadership skills and can provide basic training in such skills as first aid, group leadership, time management, and a variety of outdoor skills. CIT programs can lead to leadership opportunities at school, in extracurricular activities and at future jobs. However, there is no guarantee that a CIT who has successfully completed their season as a CIT I will be hired by our program, or in any other program, as a Counselor. The Recreation Department has a limited turnover of staff and may only have a few jobs available in any given year. Regardless, CITs develop skills that often lead to employment elsewhere as a Counselor due to CITs having formal training in program and leadership skills.

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## **How is a CIT chosen?**

The summer session will be limited to no more than 20 CIT Is. The academic year session is limited to no more than 5 CIT Is. Admittance to the session is through a competitive process that will include a written component and an interview process. Forms for applying to become a CIT I are available at the Recreation Department and online at the Town website.

CIT I candidates should show initiative and call the Recreation Department **on their own** to request the application materials. The candidate should then carefully complete all of the application materials, and return the packet in the time allotted. All essay-type questions should be in the applicant's own words and neatly typed or handwritten. The formal interview must take place in person.

The training program will consist of: (a) Working with a CIT coordinator to develop leadership, teaching and procedural knowledge needed to be an effective counselor; (b) Training with staff; (c) Special training for the CITs; (d) Field trips to points of interest; and (e) Training with our regular counselors in the program.

All CITs will attend a pre-program planning meeting and a First Aid & Safety training. CITs will take part in two weeks of training alongside the Counselors at the beginning of the program and then move on to spending part of the day training with participants and staff members. Training will consist of planning and playing games, safety training, First Aid training and leadership skills. CITs assist in the administration of the program and in the execution of program logistics such as registration, drop-off, pick-up and equipment set up and take down. In addition, CITs work with the Counselors and program staff to organize and conduct classes. On selected days, CITs will also help with the following activities: welcoming participants, taking part in planning and implementation of the games, assisting with the transportation plans between sites and other special activities.

## **Responsibilities With Participants**

CITs will be subject to the same code of behavior and policies as regular program staff and will participate in all aspects of the program. Under the supervision of a senior counselor CITs will:

- Make the program a fun place to be; helping to devise and plan games and activities
- Supervise cleaning and meals
- Help provide a safe and supportive atmosphere for participants
- Help participants resolve conflicts

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## COUNSELOR-IN-TRAINING APPLICATION 2019

The goal of the Counselor-In-Training (CIT) program is to provide 13- to 16-year-olds with the opportunity to be mentored by bright and charismatic counselors and staff and to learn the leadership skills that are necessary for them to act as role models for children younger than themselves. CITs will be assigned to a specific group for the duration of a session or placed where needed. Through hands-on experience, CITs will have the opportunity to interact with counselors and instructors in the operation of the Recreation Department Programs. CITs will have an extensive amount of direct interaction with program participants and as such should be friendly, approachable and enjoy working with children.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_

Address: \_\_\_\_\_

Best Phone #: (h) \_\_\_\_\_ (cell) \_\_\_\_\_

Email: \_\_\_\_\_

Grade in Fall 2019: \_\_\_\_\_ Age as of 6/19: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

How did you find out about the program? \_\_\_\_\_

Have you attended Norwich Recreation Camps before? Yes / No

If yes, what year(s) were you a participant? \_\_\_\_\_

**NOTE** - Cost: \$0, however CITs need to commit to at least 1 week of the program they are assigned to. **These are not paid positions.** • CIT positions are not guaranteed; all applicants must interview and anyone selected to be a CIT will be placed in the program that the Recreation Director feels will be the best fit.

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CIT Application 2019 (continued)

Current School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Favorite Classes: \_\_\_\_\_

Additional School Activities: \_\_\_\_\_

What types of sports and recreational activities do you enjoy? \_\_\_\_\_

\_\_\_\_\_

What qualities do you feel a good counselor should have? \_\_\_\_\_

\_\_\_\_\_

Why do you want to be a Counselor-In-Training (Include what skills you would like to gain)?

\_\_\_\_\_

\_\_\_\_\_

What do you feel you can contribute to the program? \_\_\_\_\_

\_\_\_\_\_

What experiences have you had working with others (i.e. babysitting, community service, sports teams, scouting, etc.)

\_\_\_\_\_

\_\_\_\_\_

Is there anything else you feel is important and would like us to know about you? \_\_\_\_\_

\_\_\_\_\_

Personal Reference Name & Phone #: \_\_\_\_\_

Teacher Reference Name: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date