



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **Counselor-In-Training Program East Belleville YMCA 2016**

### **Overview:**

The Gateway Region YMCA has made a commitment to provide older youth and teens with leadership development opportunities in our YMCA programming efforts. A Counselor-In-Training program creates this opportunity for participants to develop leadership and job skills as well as developing a future source of counselors who have been trained in YMCA leadership and program methods.

CIT members must enjoy working with children, have a positive attitude, want to learn and practice leadership skills, under close adult supervision, and be a good role model for campers work under the supervision of a Senior Counselor and aid counselors during the camp day. The program should center on CIT participants, not staff needs. A good CIT program provides fun and learning and is geared to the age, ability and interest of the group.

### **Program Components:**

- ❑ A formal application, interview, screening, and selection process is followed
- ❑ Participants in the program are between ages 13-15 years of age
- ❑ CIT members are considered staff team members and must attend trainings, staff meetings, be properly attired per guidelines, etc.
- ❑ CIT members and their parents must read, sign, and follow the stated job description and Code of Conduct policies
- ❑ CIT members must complete the YMCA enrollment papers and forms
- ❑ CIT members will be signed in and out each day
- ❑ CIT members will be charged a **participation fee of \$150 for a 4 week session** (two options available).
- ❑ CIT members will be supervised by their Senior Counselor and overall by the Day Camp Director or designated representative
- ❑ CIT members will be provided time to learn and practice leadership skills such as teaching swimming, leading opening & closing ceremonies, singing songs, demonstrating sports skills, etc.
- ❑ CIT members are NEVER to be left alone with campers or be used as "Gophers"
- ❑ Summer In-Service Training opportunities are provided for the CIT members
- ❑ There will be one (1) CIT per camper group. Total number of CIT positions available at the branch will be determined based upon the number of camper groups and/or determined by the branch
- ❑ Recommended that CIT members be partnered with camper groups of preschool-10 years of age
- ❑ Senior Counselors will mentor and guide their CIT member
- ❑ CITs will be evaluated mid-summer and at end of the summer
- ❑ Special recognition events will be held for CITs
- ❑ ***CITs must have completed at least two summers with meeting standards or above review to be considered for a Junior Counselor position.***

**East Belleville YMCA**  
**Counselor-In-Training (CIT) Program**  
**Application Process**

The Gateway Region YMCA Counselor-In-Training program creates an opportunity for youth to develop leadership and job skills, as well as, creates opportunities for the YMCA for possible future counselors who are trained in YMCA leadership and YMCA program components. Participants in the CIT programs are between the ages of 14 and 17 years old. They must enjoy working with children, have a positive attitude, and want to learn. They will practice leadership skills under close adult supervision and must be a good role model for younger campers. CIT participants work under the supervision and support of Directors and Counselors.

For youth/teens to be considered for acceptance into the CIT leadership development program, the following will occur:

- ❑ **Complete application in full and return it to the East Belleville YMCA By: April 30, 2016.**
- ❑ Distribute the Request for Reference to three people and have them mail it to the East Belleville YMCA. References completed by family members will not be accepted. The return address and email is provided on the form. Interviews will be set up after all information is received. **The Deadline for CIT applications and letters of reference is: April 30, 2016. All applicants must be available one day during the week of May 2<sup>nd</sup> – 6<sup>th</sup> for an interview. An interview date and time will be set up by the candidate and CIT Director after the application is submitted.** Candidates will be interviewed independently (without parent/guardian accompaniment), screened and selected based upon the outcome of their interviews, references and the number of slots available.
- ❑ Parents and CIT candidates will read, acknowledge and accept the items as listed in the job description and code of conduct prior to finalization of program.
- ❑ Candidates must be able to commit and complete, at minimum, a 4-week session.
- ❑ CITs will need to successfully, according to guidelines, pass First Aid Certification courses through the YMCA.
- ❑ CITs should attend Branch Pre-Orientation Training, Metro Day Camp Training (May 21, 2016), staff meetings, Parent Nights and Special Events.

**If selected for the CIT Program, a fee of \$150.00 for each 4-week session will be required.**

Please contact Julie Murphy with any questions (618.236.9983 or Julie.murphy@gwymca.org). We are looking forward to receiving your application!

**East Belleville YMCA**  
**Counselor-In-Training (CIT) Program**  
**Application**

The Gateway Region YMCA CIT program is to build leadership and character development through a worthwhile camp experience. We are interested in training the finest young men and women to be teachers/friends and role models who will help in developing character development in young people. To be considered for a CIT position you must be between the ages of 13-15.

If you are interested in becoming a Counselor-In-Training, please complete this application, obtain and submit 3 letters of reference and return to the YMCA by: April 30, 2016. If you are a returning CIT, you will only need to submit a letter of good standing from your school.

Please print and fill out completely

**CIT Name** \_\_\_\_\_  
(Last) (First) (Middle)

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Email Address \_\_\_\_\_

Birthday \_\_\_\_\_ Grade \_\_\_\_\_  
(Month/Day/Year) (Just Completed)

Last School Attended: \_\_\_\_\_

**Parent/Guardian Name** \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Please check if you have of the following certification and list the expiration date.

<u>Certification</u>	<u>Expiration Date</u>	
_____ CPR	_____	
_____ First Aid	_____	
_____ Lifeguard	_____	Other _____

What are your main reasons for wanting to participate in the YMCA CIT program?

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What do you think the main responsibilities of a CIT should be?

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Have you ever worked in a leadership capacity with children? If yes, please describe.

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Please list any previous experiences you have had with children.

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In the following categories, please check all activities in which you can assist in teaching:

- |  |  |
|--|--|
| <input type="checkbox"/> Backpacking         | <input type="checkbox"/> Hiking                    |
| <input type="checkbox"/> Cooking             | <input type="checkbox"/> Group Initiative Problems |
| <input type="checkbox"/> Drama               | <input type="checkbox"/> Storytelling              |
| <input type="checkbox"/> Soccer              | <input type="checkbox"/> Baseball/Softball         |
| <input type="checkbox"/> Volleyball          | <input type="checkbox"/> Pom/Dance/Cheerleading    |
| <input type="checkbox"/> Basketball          | <input type="checkbox"/> Arts and Crafts           |
| <input type="checkbox"/> Musical Instruments | <input type="checkbox"/> Swimming                  |
| <input type="checkbox"/> Gymnastics          | <input type="checkbox"/> Lacrosse                  |
| <input type="checkbox"/> Roller Hockey       | <input type="checkbox"/> Outdoor skills            |
| <input type="checkbox"/> Tennis              |  |

Please list anything else you can share with the children:

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List any extra-curricular activities you participate in:

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Are you a Musician?      Yes    or    No

Vocal/Instrumental? Type of Instrument \_\_\_\_\_

Are there any days or times over the summer that you would not be able to work?

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\*In order to complete the application process, we must have three written reference letters returned to the East Belleville YMCA. References will not be accepted from family members.

Packet needs to be completed by no later than April 30, 2016 for consideration and possible interview process. All applicants must be available one day (evening) during the week of May 2<sup>nd</sup> – 6<sup>th</sup> for an interview. Interviews will be approximately 1 hour and in a group setting.

Session(s) you are available (Session 1: Weeks 2 – 5; Session 2: Weeks 7- 10)

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I certify the facts set forth in this CIT application are true and complete to the best of my knowledge. I understand if accepted, false statements on this application shall be considered sufficient cause for dismissal. My parent/guardians and I have read and will abide by the job description and code of conduct if selected for participation in this program. I understand that if I am accepted, my requested weeks are not guaranteed.

CONVICTION STATEMENT: I have never been convicted of a felony or misdemeanor classified as an offense against a person, or the family, a felony or misdemeanor classified as public indecency or a felony violation of any law intended to control the possession or distribution of any substance, and there are no pending charges against me, including deferred adjudication.

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

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



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**Counselor-In-Training Program**  
**East Belleville YMCA**  
**Request for Written Reference**

\_\_\_\_\_ has applied for a position as a Counselor-In-Training  
(First and last name of applicant) at the East Belleville YMCA.

Please let us know how you know this applicant, how long you have known them and in what capacity.

Your assessment of his/her abilities in the following areas would be greatly appreciated. Please include your thoughts regarding this applicant. Some areas to note might be: sense of humor; initiative; dependability; working with peers; follow as well as lead; communication; flexibility; tact; outdoor skills; working with children; persistence; enthusiasm; position of the YMCA values of Caring, Honesty, Respect and Responsibility.

Please also include if you have any reservations in recommending this applicant, and why, and any additional information that may help us get to know the applicant better.

Name of person completing this form \_\_\_\_\_

Number \_\_\_\_\_

Thank you for taking the time to help us get to know the applicant and have a better understanding of who they are and what they are capable of becoming.

Please send your letter back by: April 30, 2016

Please send this back to: 2627 Carlyle Avenue, Belleville, IL 62221



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## **Counselor-In-Training Program East Belleville YMCA CODE OF CONDUCT**

The Counselor-In-Training program is designed to identify and develop young people to possibly become counselors in the YMCA Day Camp program. Each CIT has the responsibility to uphold high standards of behavior and conduct while participating in this program. As a CIT, each young person is looked at as a positive role model by our campers. The following Code of Conduct has been developed to assist CITs in knowing their responsibilities.

1. I will be courteous at all times when working with other CITs, camp staff, campers, and all other YMCA employees.
2. I will listen and follow directions given to me by the camp staff and other YMCA employees.
3. I will ask for assistance when I need it.
4. I will not put myself or any other camper at risk.
5. I will have fun in ways that are safe to camp, others, and myself.
6. I will take my leadership training seriously. Through my actions, I can have a positive impact on young lives.
7. I will follow all YMCA rules at all times.
8. I will be on time for my shift and able to work a minimum of at least 4 weeks.
9. I will accomplish all duties that are given to me and then report back to my counselor. I will not neglect my duties.
10. I acknowledge and accept the following violations, if committed, are subject to progressive counseling and/or dismissal from camp as directed by the YMCA staff.
  - A. Use of profanity
  - B. Blatant disobedience
  - C. Possession or use of alcohol, cigarettes, or other drugs
  - D. Violent behavior, such as hitting, fighting, etc.
  - E. Public display of affection
  - F. Behavior placing other campers at risk
  - G. Talking, texting or using my cell phone while working
11. Progressive counseling will consist of the following procedures unless the severity or repetition of incident requires other action concerning suspension and/or expulsion:
  - A. Counselor or Camp Director will call parent to inform of behavior
  - B. Camp staff (Camp Director/Counselor/Program Director) will meet with parent regarding behavior
  - C. Child will be suspended from camp and subject to review by the Program Director and will result in a second meeting with parents and staff (to include Program Director)
  - D. Parents will meet with Program Director regarding the expulsion from camp.

**CIT Signature:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_



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## **East Belleville YMCA** **Position Description**

**POSITION TITLE:** Counselor-In-Training

**REPORTS TO:** Senior Counselor and/CIT Program Director

### **General Function:**

This position involves on-the-job training in all aspects of Day Camp operations. The person will be in a controlled volunteer leadership development program that may eventually enable the person to apply for the position of Counselor, when appropriate age is reached. This position will provide an opportunity for the development of leadership and work maturity skills.

This position requires the following:

1. Must be at least 13-15 years of age.
2. Must have some childcare experience, preferably a minimum of one year, attending a YMCA summer camp program.
3. Must demonstrate maturity, a positive attitude, and enjoy with children.
4. Must demonstrate behavior that reflects an appropriate role model of a YMCA staff member.
5. Must demonstrate skills or a willingness to learn skills in teaching crafts, songs, stories, games, sports, aquatics, and related camp activities.
6. Must be in good health.
7. Must be able to communicate clearly with campers and adults.
8. Must be able to clearly hear and see children from a minimum of 20ft.
9. Must be physically capable of lifting 40 pounds.
10. Must be able to quickly reach a child and or situation to prevent harm.
11. Must be able to swim or function in an "eyes on deck" capacity.
12. Must demonstrate a commitment to working with children and staff from a variety of backgrounds.
13. Must obtain First Aid certification through the YMCA during their 4-week session.
14. Must attend and participate in YMCA Pre-orientation Training, Child Abuse/Neglect Detection and Prevention Training, staff meetings, and special activities and events.

### **Principle Activities:**

1. This position works under the direct supervision of the Day Camp Director and Day Camp Seniors Counselors.
2. Assist Senior Counselor in providing leadership to an assigned group of children in all activities and during all hours of operations under the supervision a Senior Counselors. (All disciplinary actions for children will be conducted by a counselor or director.)
3. Assist the counselor in leading the assigned group of children in specific programs such as arts and crafts, games, playground activities, singing, story-telling, aquatics, special events and family nights.
4. Will be in required YMCA uniform (staff shirt and name badge) during all work time.

5. Assist the counselor in securing and maintaining all supplies necessary for the program, health, safety, and other activities.
6. Maintain all storage and group activity areas in a clean, neat, and safe manner.
7. Maintain positive relationships with children, parents, other CIT participants, and other staff members.
8. Follow all YMCA rules, policies and procedures.
9. Maintain operations in compliance with all regulatory standards and the standards of the YMCA programs.
10. Perform all other duties as assigned by the staff and/or Summer Supervisor.

I have read, understand and will abide by the above position description and accept the responsibilities stated herein:

\_\_\_\_\_  
CIT Signature

\_\_\_\_\_  
Date

I have read and understand the above job responsibilities and CIT Code of Conduct required of my child to participate in the YMCA CIT program. I also understand should these responsibilities not be followed or YMCA policies not adhered to my child may be dropped from further participation in the program and the fee paid is non-refundable.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date