



Counselor In Training (CIT) Application

NEW (pages 1-6; clearances) RETURNING (pages 1-4)

Applicant Information: (Please print all information below)

Name: _____ Gender: M / F D.O.B: _____ Age: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

School: _____ Grade (Fall 2024): _____

Parent or Guardian Information: Name/Relation

Address (if different from above):

Phone Numbers Home: _____ Cell Phone: _____

1. Email: _____ 2. Email: _____

Emergency Contacts: (Other than Parent or Guardian Information)

1. Name: _____ Relationship: _____

Cell Phone: _____

2. Name: _____ Relationship: _____

Cell Phone: _____

Please briefly describe any past leadership experience:

Please describe what you wish to learn from this program:

If you were here last summer, what did you learn and how to you plan to improve? If you are a new applicant, please describe an experience in which you learned a valuable lesson:

Please describe two of your strengths and two areas in which you hope to grow:

Is there anything else you would like to include in your application?

Feel free to add a page if you want 😊

Contract

Thank you for your interest in volunteering as a **Counselor in Training (CIT)** with **The Campus Chester County!** Our program is for teenagers, *ages 14-16*, who are a little too old for Camp, but would like to be a part of the fun while taking on a leadership role. CITs can attend and experience camp at no charge, provided that the requirements below are fulfilled. In exchange, it is our goal that CITs will be provided with:

- The opportunity to participate in a development program consisting of leadership and service activities.
- Work directly with lead counselors to learn leadership skills and develop positive relationships with adults and campers.
- Involvement in this program is voluntary. However, CITs are responsible to follow through with commitments, job assignments, clearances, and training requirements.

As a Counselor in Training, I (your name) _____ agree to:

1. Reliable attendance during camp hours (8:30-4:30). Hours can be flexible if needed.
2. Complete, to the best of my ability, all job assignments in a prompt, reliable and safe manner, with a helpful attitude.
 - Tasks may include assisting in serving lunch (including clean up), helping with sunscreen applications (if permitted by camper's parent), leading small group games, walking campers to/from restroom or activities, assisting younger kids with their belongings, escorting campers to the carline during pick-up.
3. Be a model of appropriate behavior to all campers by following all camp rules. This includes the content of conversations and the use of appropriate language.
4. Always maintain courteous and respectful behavior whether on The Campus grounds or during off site field trips.
5. Treat every employee of The Campus with respect. and maintain a good working relationship with all staff.
6. Keep personal relationships out of the camp setting. Public displays of affection are never appropriate for the camp setting.
7. Notify Counselor, Lead Counselor, Assistant Director or Director of any behavior problem that requires disciplinary action. I will not administer any disciplinary action. I will speak to children in a calm tone and avoid yelling.
8. Put the needs of the children before my own and be willing to assist them in any way I can, helping them to be successful and have fun.
9. Ask questions whenever necessary to attain a complete understanding of the program activities which I coordinate under the supervision of an adult professional staff member.
10. To be flexible, dependable, and teachable, willing to learn, and accept the supervision from The Campus Counselors.
11. **CELL PHONE POLICY:** I agree to limit my use of a cell phone to break times not in view of campers. I will not take photos or videos of any staff or campers or post them to social media sites. I understand this violates their privacy and can result in legal concerns.

Please check off the weeks you are available to work:

<input type="checkbox"/> June 10 – June 14	<input type="checkbox"/> July 22 – July 26
<input type="checkbox"/> June 17 – June 21	<input type="checkbox"/> July 29 – Aug 2
<input type="checkbox"/> June 24 – June 28	<input type="checkbox"/> Aug 5 – Aug 9
<input type="checkbox"/> July 1 – July 5	<input type="checkbox"/> Aug 12 – Aug 16
<input type="checkbox"/> July 8 – July 12	<input type="checkbox"/> Aug 19 – Aug 23
<input type="checkbox"/> July 15 – July 19	

Along with this form, two references must be completed by someone **NOT** related to the CIT candidate. An in-person interview will also be scheduled. If accepted into the program, a health form and standard camp waivers will need to be signed by the CIT and parent/guardian.

Every CIT/Staff age 14+ **MUST** complete their child abuse clearances to participate in the program. This is a state mandated law. The information is included in this packet- you can choose the volunteer option when available to obtain a free clearance.

CITs have the option to eat camp-provided lunch and snacks. If they choose to pack, all food brought into The Campus **MUST BE NUT-FREE**. Two T-shirts with The Campus logo will be provided; additional shirts are available for purchase at **\$5** per shirt.

If I am selected to participate as a CIT, I agree to fulfill the Contract requirements. I understand that failure to do so will result in suspension or removal from the program at the discretion of the Camp Director.

Signature of Participant

Date

Signature of Parent

Date

Signature of The Campus Director

Date

The Campus Chester County Counselor in Training (CIT) Program

Reference Form #1 (New CITs for 2024 only)

Our CIT program provides leadership training for young people who love working with children and are interested in future camp employment. The program creates an opportunity for young teens to develop leadership and job skills. Please share with us any qualities and characteristics that the applicant possesses that would make him/her an ideal candidate for this program.

Please note: References must be someone not related to the applicant.

Name of applicant: _____

Name of Reference: _____

Phone Number: _____ Email: _____

How long and in what capacity have you known the applicant? Other comments.

Please provide your assessment of this candidate in the following areas:

Working with Children:

Communication:

Listening and Understanding Tasks:

Working with peers:

Leadership:

The Campus Chester County Counselor in Training (CIT) Program

Reference Form #2 (New CITs for 2024 only)

Our CIT program provides leadership training for young people who love working with children and are interested in future camp employment. The program creates an opportunity for young teens to develop leadership and job skills. Please share with us any qualities and characteristics that the applicant possesses that would make him/her an ideal candidate for this program.

Please note: References must be someone not related to the applicant.

Name of applicant: _____

Name of Reference: _____

Phone Number: _____ Email: _____

How long and in what capacity have you known the applicant? Other comments.

Please provide your assessment of this candidate in the following areas:

Working with Children:

Communication:

Listening and Understanding Tasks:

Working with peers:

Leadership:

CIT Paperwork and Required Clearances

→ **Criminal Background Check**

- <http://www.keepkidssafe.pa.gov/resources/clearances/pspcrimck/index.htm>
- This clearance is valid for 60 months.
- This clearance costs \$22.
- CITs apply as a volunteer (free)

→ **Child Abuse Clearance**

- <https://www.compass.state.pa.us/cwis/public/home>
- This clearance is valid for 60 months.
- You should follow the instructions for creating an individual account.
- This clearance costs \$13.00.
- CITs apply as a volunteer (free)

→ **FBI Clearance**

- <https://www.identogo.com> use the code 1KG738 (1KG738)
- This clearance is valid for 60 months.
- You will need to schedule an appointment for digital fingerprinting to obtain this clearance. Please print your registration to bring to your fingerprinting appointment.
- This clearance costs \$25.50.

→ **PA NSOR (National Sex Offender Registry) Clearance**

- <http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm>
- Please select the “employed in a regulated childcare” category on the form. The fastest way for this to be processed is to email it to the address listed on the form.
- This is a free clearance.