



MANSFIELD PARKS & RECREATION DEPARTMENT

Six Park Row, Mansfield, MA 02048

(508) 851-6460

Fax (508) 261-1083

recreation@mansfieldma.com

TO: Prospective CIT's (Counselor-in-Training)

FROM: Sherri Gurnon, Parks & Recreation Director
Mary Sellner, Parks & Recreation Assistant Director

DATE: March 2019

RE: 2019 Summer Camp CIT Position Requirements

Enclosed is the Counselor-In-Training application and job description for the 2019 Summer Camp program. If you are interested in applying to be a CIT, please fill out the forms and return them to the Mansfield Park & Recreation Department, Six Park Row, by **Friday, May 3** at noon, No Exceptions.

We will be offering a stipend of \$10 per day for first year CIT's and \$20 per day for second year CIT's. Please read the job description and registration forms carefully. The minimum age for a CIT is 15; the volunteer will be working with children ages 5 through 12 years.

This program is limited to ten (10) participants per four-week session. The program is designed as a consecutive four-week program; CIT's register for Summer Camp Session A weeks 2-5 or Session B weeks 6-9.

CIT's are invited to extend their time at Summer Camp! A CIT may register for and attend additional non-consecutive weeks if space permits. Please inquire if interested. This year summer camp will run for nine weeks, June 24 – August 23.

All new CIT applicants may be invited to interview with the Head Counselor, prior to acceptance into the program. These interviews will be held Wednesday, May 8.

If accepted into this program, all appropriate informational and health forms must be completed and co-signed by a parent or guardian. Health forms are due June 7. No Exceptions.

Questions, please e-mail us at recreation@mansfieldma.com or call the Park & Recreation Office at 508.851.6458.

POSITION DESCRIPTION
TOWN OF MANSFIELD
Six Park Row, Mansfield, MA 02048
Parks & Recreation Department
508.851.6458

POSITION TITLE: COUNSELOR-IN-TRAINING (CIT)
AGE: 15 & 16 years old

GENERAL DUTIES:

Counselors-in-Training are appointed by the Director of Parks & Recreation. He/she reports directly to the Camp Director and Head Counselors. CIT's are responsible for assisting the Counselors with the daily camp programs and activities.

A stipend of \$10 per day will be awarded to first year CIT's; \$20 per day for second year CIT's. Participating in the CIT program does not guarantee a future full-time paid position as a summer camp counselor.

CIT Daily Schedule:

- One portion of the day will be spent working within their peer group under the direction of a Head Counselor. At this time they will learn how to plan, prepare and run age appropriate activities for camper groups. They will also spend time with the head counselor in team building activities and games within their peer group.
- The second part of the CIT's day will be spent assisting camp counselors in their camper groups. They may assist the counselors with preparation, planning and execution of a variety of camp activities, such as games, arts and crafts, dramatic play, sports, etc.
- CIT's will rotate throughout the four different camper age groups in the four-week program; spending a week with campers ages 5/6, 7/8, 9/10 and 11/12.
- Weekly, CIT's will have the opportunity to plan and execute a new activity in the camper age group they have been working with.

DUTIES AND RESPONSIBILITIES:

- Available to attend all four weeks of the session.
- Assist counselors with program setup and take down.
- Assist campers with programs and daily activities.
- Report any discipline problems to the Camp Director, Head Counselors and/or Counselors.
- Arrive at camp on time and check in for attendance.
- Notify the office in the event of an absence.

QUALIFICATIONS:

- Enjoy working with children, ages 5 through 12 years.
- Willing to help others, take time with each child, listen to and care about the campers.
- Demonstrate an awareness and sensitivity to the needs of the campers.
- Required to do some physical work.
- Acknowledgement and enjoyment of games, sports, arts & crafts and related camp activities.
- Ability to take direction, follow instruction, and work well with others.
- Provide a current immunization record.
- Attend the mandatory LIT/CIT staff training held on Wednesday, June 5, from 4-5 pm.



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Volunteer Position: Counselor-In-Training

First year: _____ Second year: _____ Session A (7/1-7/26) _____ Session B (7/29-8/23) _____

Please circle additional weeks requested: 1 2 3 4 5 6 7 8 9
6/24 7/01 7/08 7/15 7/22 7/29 8/05 8/12 8/19

Name _____ Primary Phone _____

Address # Street Town State Zip Code

Birth Date ___/___/___ Age _____ Social Security Number _____

Mother's Name _____ Work Phone () _____ Primary/Cell _____

Father's Name _____ Work Phone () _____ Primary/Cell _____

Names and phone numbers of adults to be contacted if parents cannot be reached:

Name _____ Phone Number () _____ Relationship _____

Name _____ Phone Number () _____ Relationship _____

Please circle T-shirt size: Adult S (34 - 36) M (38 - 40) L (42 - 44) XL (46-48)
CITs receive two shirts included in their registration. Extra T-shirts at \$10.00 per shirt # _____

I, the undersigned, will not hold the Town of Mansfield or any of its employees, volunteers, Recreation Commission or Director of Park & Recreation, liable in the event of a mishap, personal injury, damage or loss of property during the above listed position.

I understand that my role as a CIT is a volunteer position.

CIT Signature _____ Date _____

I give my permission to have my child photographed for publicity and advertising purposes. Yes ___ No ___
I give my permission for my child to participate in walking field trips through down town Mansfield. Yes ___ No ___
My child has permission to participate in all regular recreation programs offered during summer camp. Yes ___ No ___
Exceptions: _____

Signature of Parent/Guardian _____ Date _____

E-mail address _____

OFFICE USE ONLY

Immunization records received and complete Yes ___ No ___

Session attending: Session A (7/1-7/26) _____ Session B (7/29-8/23) _____

Additional Weeks: 1 2 3 4 5 6 7 8 9
6/24 7/01 7/08 7/15 7/22 7/29 8/05 8/12 8/19

March 2019

Dear CIT Applicant,

Please fill out this questionnaire and return it with your registration form.
Please be brief and write clearly. Use additional paper if necessary. Thank you.

1. What personal characteristics and qualities do you have that would make you a good CIT?

2. How would you deal with a camper who breaks the rules? _____

3. What are your favorite activities or area of expertise that you could work with or teach the campers? Please check off the appropriate topics listed:

- | | | | |
|---------------------------------------|------------------------------------|--|---|
| <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Dance | <input type="checkbox"/> Flag Football | <input type="checkbox"/> Nature Studies |
| <input type="checkbox"/> Storytelling | <input type="checkbox"/> Drama | <input type="checkbox"/> Floor Hockey | <input type="checkbox"/> Fishing |
| <input type="checkbox"/> Singing | <input type="checkbox"/> Soccer | <input type="checkbox"/> Softball | <input type="checkbox"/> Word Games |
| <input type="checkbox"/> Swimming | <input type="checkbox"/> Tag Games | <input type="checkbox"/> Baseball | <input type="checkbox"/> Board/Card Games |
| | | <input type="checkbox"/> Basketball | |

Other _____

4. What would you do if there were a group of campers standing around looking bored?

5. Please list any experiences or information that would help us to get to know you better.

Name _____ Date _____