

ORANGE COUNTY GOVERNMENT
invites applications for the position of:

Counselor in Training (C.I.T.)

OPENING DATE: 02/09/18

CLOSING DATE: 03/09/18

DESCRIPTION:

The Counselor In Training Program (C.I.T.) is designed to train youths ages 13-15-years-old to assist Summer Camp Staff with implementing camps for campers ages 4-6-years-old and 7-9-years-old. C.I.T. is an educational program that exposes those enrolled to the responsibilities of being a Camp Counselor.

The C.I.T. program provides great opportunities to build leadership, teamwork, customer service, programming, and supervisory skills while providing on-site staff support. Participants will gain basic work experience as a valuable enhancement to college applications, résumés, and future employment.

EXAMPLES OF DUTIES:

The position is under the general supervision of the Recreation Superintendent. Primary duties include, but are not limited to:

- Assists counselor in providing leadership to an assigned group of children in all activities and during all hours of operations. (All disciplinary actions for children will be conducted by a counselor or director.)
- Assist the counselor in leading the assigned group of children in specific programs such as arts and crafts, games, playground activities, singing, science projects, etc.
- Will be in required uniform (staff shirt and name badge) during all work time.
- Assist the counselor in securing and maintaining all supplies necessary for the program, health, safety, and other activities.
- Maintain all storage and group activity areas in a clean, neat, and safe manner.
- Maintain positive relationships with children, parents, other C.I.T. participants, and other staff members.
- Follow all Orange County Recreation Division rules, policies and procedures.
- Perform all other duties as assigned by the staff and/or summer camp supervisor.

TYPICAL QUALIFICATIONS:

Minimum Qualifications

- Must be at least 13-15 years of age.
- Experience working with youth in areas such as baby-sitting, scouts, church groups, sports or any other volunteer work is preferred.
- Must demonstrate maturity, a positive attitude, and an enjoyment for working with children.
- Must demonstrate skills or a willingness to learn skills in teaching crafts, songs, stories, games, sports, and related camp activities.
- Must be able to communicate clearly with campers and adults.
- Must be physically capable of lifting 25 pounds.
- Must demonstrate a commitment to working with children and staff from a variety of backgrounds.
- Must attend and participate in Orange County Recreation Division summer camp training on Saturday, June 9.
- Must be able to work selected hours and weeks of camp.
- Must be able to arrive on time for work and notify the appropriate individual in advance if unable to work.
- Possess the ability to perform a variety of tasks simultaneously or in rapid succession.

Examples of physical activities required in this position:

Setting up recreation activities
Distributing recreation equipment

Removing trash

Possible Hazards (chemicals, dangerous machinery, etc.)

Work primarily in a recreation center facility, both indoors and outdoors in varying types of weather and locations. No possible hazards known.

Application Process

Step One:

Interested candidates must complete the C.I.T. Application Packet. Completed packets must be returned to the Central Recreation Center, 302 West Tryon Street, Hillsborough, NC 27278 no later than March 9, 2018 in order to ensure an application will be considered.

Step Two:

Interview will be conducted the week of April 2-6, 2018. A staff member will contact the C.I.T. applicant to set-up the interview. Interview will consist of questions and working through a project at one of our spring break camps. The entire interview process will take approximately two hours. Not all applicants may be contacted for an interview.

Step Three:

Placement decisions will be based on the application, interview, and hands-on experience within a camp setting. Placement decisions will be made by April 15. Accepted applicants will receive an acceptance letter and date/time of required training.

Step Four:

Confirmation that applicants can attend required training and will commit to the weeks/days/times of camps selected as a C.I.T. Attendance at all trainings as assigned. Payment of all fees will be required by June 1 for Sessions I and II, July 1 for Sessions III and IV, and August 1 for Sessions V and VI.

Equal Opportunity/Affirmative Action Employer/Women/Minorities/Veterans/Disabilities



Orange County Department of Environment, Agriculture, Parks and Recreation

302 West Tryon Street
 PO Box 8181
 Hillsborough, NC 27278
 (919) 245-2660

Department of Environment,
 Agriculture, Parks & Recreation

C.I.T APPLICATION:

The Orange County Department of Environment, Agriculture, Parks and Recreation has a policy of providing equal opportunities for all persons volunteering their services to the County. It is the policy of the County that all qualified applicants for volunteer positions will be recruited and assigned on the basis of merit without regard to race, color, religion, creed, national origin, age, disability, martial status, sexual orientation, or any other legally protected status.

Instructions: Please print or type all information. This application must be filled out accurately and completely. Do not leave an item blank. If an item does not apply, write N/A (not applicable). If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. You may attach copies of documents or certificates which support your application.

Last Name	First Name	Middle Name	DOB (mm/dd/yyyy)	
Address	Street	City	State	Zip Code
Telephone Number		Home	Alternate	
Shirt Size			E-Mail Address	

Please select the session(s) for which you are interested in becoming a C.I.T. Applicants will be **assigned** to a camp once the applicant has been accepted. Program fees are due **after** an applicant has been accepted into the program.

Requested C.I.T Session (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Session I: June 11-June 29
Time: 7:30 a.m.-1:00 p.m.
Cost: \$75.00 | <input type="checkbox"/> Session III: July 9-August 3
Time: 7:30 a.m.-1:00 p.m.
Cost: \$100.00 | <input type="checkbox"/> Session V: August 6-August 24
Time: 7:30 a.m.-1:00 p.m.
Cost: \$75.00 |
| <input type="checkbox"/> Session II: June 11-June 29
Time: 12:00 p.m.-5:30 p.m.
Cost: \$75.00 | <input type="checkbox"/> Session IV: July 9-August 3
Time: 12:00 p.m.-5:30 p.m.
Cost: \$100.00 | <input type="checkbox"/> Session VI: August 6-August 24
Time: 12:00 p.m.-5:30 p.m.
Cost: \$75.00 |

Have you ever volunteered for the Orange County Department of Environment, Agriculture, Parks and Recreation?

Yes No

If yes, please list the events and/or dates for which you volunteered? _____

Please list three references with phone numbers that may comment on your behalf.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Supplemental Questionnaire (If you need additional space to answer a question fully, you may use full sheets of paper that are the same size as this page. You may attach copies of documents or certificates, which support your application.):

1.) Why are you interested in becoming a C.I.T.? _____

2.) What do you feel you could contribute to program? _____

3.) Is there a special area of camp activities that you feel is your strength? (For example: Arts & Crafts, Games, Theatre, Sciences, Sports, etc.). _____

4.) Please explain how your strength listed above will benefit our camp programs. _____

All complete applications will be reviewed thoroughly and without bias. Following the completion of this application, the Orange County Department of Environment, Agriculture, Parks and Recreation will only contact you if selected for interview. Selection for interview does not guarantee selection for C.I.T. position. Applicants must be available for an interview to be held the week of April 2-April 6, 2018. Selected C.I.T.s must be available for a training session on Saturday, June 9, 2018.

C.I.T. Signature: _____ Date: _____

Counselor in Training (C.I.T)

Code of Conduct

The Counselor-in-Training program is designed to identify and develop young people into the leaders of today. Each C.I.T. has the responsibility to uphold high standards of behavior and conduct while participating in this program. As a C.I.T., each young person is looked at as a positive role model by our campers. The following Code of Conduct has been developed to assist C.I.T.s to know their responsibilities.

- I will be courteous at all times when working with other C.I.T.s, camp staff, campers, and all other Recreation Division employees.
- I will listen and follow directions given to me by the camp staff and other Recreation Division employees.
- I will ask for assistance when I need it.
- I will not put myself or any camper at risk.
- I will have fun in ways that are safe to camp, others, and myself.
- I will take my leadership training seriously. Through my actions I can have a positive impact on young lives.
- I will follow all camp rules at all times.
- I will accomplish all duties that are given to me and then report back to my counselor. I will not neglect my duties.
- I acknowledge and accept the following violations, if committed, are subject to progressive counseling and/or dismissal from camp as directed by the camp staff:
 - Use of profanity.
 - Blatant disobedience.
 - Possession or use of alcohol, cigarettes, or other drugs.
 - Violent behavior, such as hitting, fighting, threatening, etc.
 - Public display of affection.
 - Behavior placing other campers at risk.
 - Talking, texting, or using my cell phone while working.
- Progressive counseling will consist of the following procedures unless the severity or repetition of incident requires other action including suspension and/or expulsion:
 - Counselor or camp director will call parent to inform of behavior.
 - Camp staff will meet with parent regarding behavior.
 - Child will be suspended from camp and subject to review by the Program Director, resulting in a second meeting with parents and staff.
 - Parents will meet with Program Director regarding expulsion from camp.

C.I.T. Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Counselor in Training (C.I.T) Agreement

I agree to serve, if selected, as a volunteer Counselor in Training with the Orange County Recreation Division during the summer of 2018. I will comply with all of the following conditions and requirements:

1. I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the Orange County Recreation Division.
2. I agree to attend camp punctually each day. In the event of illness or an emergency, I will contact the Orange County Recreation Division as soon as possible to notify of my absence.
3. It is understood that since I am not an employee, I am not entitled to Orange County Government health insurance, worker's compensation programs, or any other benefit given to an employee of Orange County Government.
4. I have read and understand the Counselor in Training job description and agree to perform the duties therein to the best of my ability.
5. If my work performance or behavior is in any way deemed unacceptable by the C.I.T. Coordinator, I understand that I may be terminated immediately.

I understand that completion of the application process for the Counselor-in-Training position does not guarantee acceptance in the program.

Counselor in Training (C.I.T) Parent Permission Slip

I, _____ hereby give permission for _____ to participate in
(Print parent guardian) (Print name of child)

the Orange County Recreation Division Counselor in Training (C.I.T.) program. In consideration of my child's participation in the aforementioned Orange County program, I hereby release and discharge Orange County, the Orange County Department of Environment, Agriculture, Parks and Recreation Department, and any and all employees or agents thereof from all claims of any kind or nature whatsoever arising out of actions of the above said employees or agents. To the extent allowed by law, I also consent to the transportation of my child by above said employees or agents to and from such programs or activities conducted as part of this Orange County Department of Environment, Agriculture, Parks and Recreation Department program. I consent to my child being photographed while volunteering as a C.I.T.; Orange County Recreation reserves the right to photograph and publish photographs of participants for publicity purposes.

Parent Signature: _____ Date: _____

****Refunds will not be given for a child dismissed from the Orange County Recreation Division Counselor in Training program.***