



We build strong kids, strong families, strong communities.

Hello CIT Parents/Guardians!

Thank you for your interest in our Day Camp Counselor In Training Program for the YMCA of Metropolitan Milwaukee. We are very excited to have the opportunity to possibly work with your teen in our Counselor In Training Program this summer. Please take the time to read through this letter and the following informational packet for a greater understanding of this program as a whole. A CIT Application can be found at the end of this packet.

Just to clarify some things about our program:

- **What is the Counselor In Training (CIT) Program?** The CIT program is designed to train participants on how to work with children at camp and it teaches effective leadership skills that your child can use throughout their life.
- **What will my child learn as a CIT?** We teach communication skills, teamwork, how to set goals and achieve them, critical thinking, relationship development, confidence building, caring, respect, responsibility, organization, creativity, and how to handle conflicts and solve problems effectively all while increasing your teen's self-confidence.
- **How does my child become a CIT?** The CIT program is not for everyone. This program is for young people who are ready to work and play hard, and who demonstrate the ability to accept additional responsibilities, demonstrate the YMCA Core Values of Honesty, Caring, Respect and Responsibility as well as accept the many challenges of a leadership role. It is a great accomplishment for your CIT to have been selected for this summer. *NEW To apply for the CIT Program your child must had at least one summer of teen camp experience, must have been in the CIT Program in a previous year or must have taken a 1 year break from the day camp program prior to applying.*
- **How do I apply?** To apply to become a CIT complete the application at the back of this packet and submit it to your local YMCA Attention: Camp Director. All applications are due no later than May 1, 2010. Applicants will be interviewed and all those accepted to the CIT program will be notified of their acceptance, the mandatory trainings and of any additional forms that might need to be completed.
- **Minimum Hour Requirements:** In order to be considered for the CIT Program, you must be able to commit to a minimum of 7 weeks or 250 hours additionally you must be able to attend the CIT training in May and must be available to attend the second week of camp (June 21-25). The hours of camp operation are *7:00am-6:00pm, Monday - Friday and the minimum hours on any given day are 8:30am to 5:00pm (if you choose a day you must be able to attend between these hours). All CIT's must meet the minimum summer requirements and attend the second week of camp in order to be a part of the CIT Program.

***South Shore YMCA Day Camp begins at 6:30am.*

We are extremely excited for the upcoming summer and look forward to receiving your application. If you have other questions, comments, or concerns please feel free to contact Christine Larson at 414-454-4642 or clarson@ymcamke.org. Thank you for your time and we look forward to meeting you!

Sincerely,

Christine Larson, Program Director – Camp and School Age

CIT INFORMATION AND AGREEMENT PAGE

NOTE: This portion of the application must be read and signed by both the CIT applicant and by your parent/guardian. The CIT Program has been designed as a Job Training Program. It should be treated as employment and will be a valuable reference for those first jobs. The selection process includes:

- I. Application**
- II. Interview**
- III. Acceptance Invitation and Training to be a CIT for the summer**

About the Counselor in Training Program:

The CIT Program has been developed to teach important and effective leadership skills that can be used throughout life. It also trains participants how to positively work with children at camp and in many other settings. CITs must be eager, in good health and possess the ability to learn. Each CIT must enjoy working in an outdoor setting and must be able to work well with others under demanding and flexible conditions.

What skills will be taught?

CITs will be required to assist in an assigned area and help with all activities pertaining to that program or group. In order to effectively lead children, CITs must execute certain skills on a daily basis. These skills include communicating with children, with a special emphasis on listening and teaching positive behavior and values; handling undesired behavior and conflicts in positive ways; leading games and activities; teaching skills in sports, crafts, and other areas; presenting in front of small and large groups; earning and demonstrating respect towards others; and working cooperatively. Participants also learn how a camp operates, the role and duties of camp administrators and counselors, and how camp serves children.

How will these skills be taught?

This camp experience is about learning through active participation, experiential learning and mentoring. Other skill-based development activities include creating, planning, and presenting their own special events and programs to other campers and staff. Participants receive feedback from their mentors, complete self-evaluations, and keep a "Leadership Log" to actively reflect and grow from their experiences.

What do they write about in their Leadership Log Reflections?

Counselors in Training reflect at least twice a week in their Leadership Logs. Some sample questions include:

- **What did you notice about how we acted as a team today? What could we have done to have been a better team?**
- **Suppose someone who did not know you had visited the group and watched you all day today. How do you think he/she would describe you and how you acted?**
- **What have you learned from your mentor/lead counselor?**
- **What "leader actions" or "leader lingo" did you see or hear today?**

The CIT Program is not for everyone.

This program is designed for young people who are ready to work and play hard, demonstrate ability to accept additional responsibilities and the challenges of leadership. Unfortunately, we have a limited number of spaces available so not all applicants will be accepted to the program.

Is there training for the CIT Program before Camp starts?

CITs are expected to participate in mandatory training scheduled on Sunday, May 23, 2010 from 1:00-5:00pm at the West Suburban YMCA. Upon acceptance to the program CITs will receive a training schedule outlining all required dates. During this time participants will learn how to lead an activity, teach a game and/or song, complete duties, display professionalism, develop leadership, problem solve/resolve conflicts, communicate effectively with campers, lesson plan/execute activities that are age appropriate, treat all campers equally, ask questions, etc.

What does a weekly schedule look like?

Every CIT may have a slightly different schedule depending on when they are available. Those participants who are able to commit to most of the summer will receive the greatest benefit from the CIT Program. Each week will generally consist of meetings and reflection times throughout the week, counselor mentoring and partnering, field trips, opening ceremonies, skits and songs. Each week we will focus on different leadership skills and activities to further develop you as a CIT.

Red Flags

- 1. No drugs, alcohol, or tobacco products on YMCA property.
- 2. Act in a dignified and respectful manner towards members of the opposite sex. No PDA.
- 3. No “playing pranks.”
- 4. No favoritism, bullying, being disrespectful, etc.

Disciplinary Action:

If disciplinary action must be taken it will be taken in the following order.

- 1. First offense: Verbal warning and discussion with parent.
- 2. Second offense: Written warning sent home for parent to sign.
- 3. Third offense: Meeting with child and parent and possible dismissal from the program.
*The Camp Director has the discretion to begin at any level of disciplinary action should the offense require a more strict consequence.

Specific Responsibilities of CITs include:

- 1. Work with a group or in an assigned area.
- 2. Be on time for job assignment and accept changes in schedule that affect assigned jobs.
- 3. Carry out assigned task given by Camp Director and/or supervising counselors/staff.
- 4. Treat all campers equally.
- 5. Evaluate job with Director.
- 6. Be responsible for all day camp property, equipment, tools, etc. relevant for the assigned area/task.

The CIT Program has been established as a youth leadership training opportunity and to help with camp operations. CITs participate in the full camp program.

I have read the above responsibilities and agree to take responsibility for being a CIT.

Date

Signature of CIT

I feel that my son/daughter has the maturity, responsibility and dedication to be a CIT.

I hereby acknowledge reading this entire application, including the section completed by my son/daughter and confirm that all information is true and correct. I agree to all of the terms of this program including days, times and fees. I understand that failure to comply with these policies will result in probation and then dismissal from the program.

Date

Parent/Guardian’s Signature

Should you have any additional questions or concerns about this program, please do not hesitate to contact Christine Larson at 414-454-4642 or clarson@ymcamke.org. Thank you for your interest in this program and I look forward to seeing you application!

Please circle your preferred location:
South Shore YMCA Southwest YMCA
West Suburban YMCA Rite-Hite YMCA
Tri-County (located at Valley View Elem.)

DEADLINE FOR APPLICATIONS: May 1, 2010
Any exceptions must be approved by the Camp Director.
This section is to be completed by the CIT applicant.

YMCA of Metropolitan Milwaukee - Counselor In Training Application

Full Name: _____ Male/Female: _____ Date: _____

Address: _____ Phone: _____

Date of Birth: _____ Age: _____ Grade: _____

School: _____ Email: _____

Mother/Guardian Name: _____ Work Number: _____

Father/Guardian Name: _____ Work Number: _____

Emergency Contact Name and Phone Number: _____

Date you are available: _____ Week(s) you are unable to be at camp? (how many and what weeks) _____

T-Shirt Size (circle one): 14/16 Adult Small Adult Medium Adult Large Adult X-Large

CHECK IF YOU HAVE BEEN A MEMBER OR PARTICIPATED IN THE FOLLOWING ACTIVITIES:

- | | | |
|--|--|--|
| <input type="checkbox"/> Girl/Boy Scouts | <input type="checkbox"/> Day Camp | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Band or Choir | <input type="checkbox"/> Resident Camp | <input type="checkbox"/> Church Youth Group |
| <input type="checkbox"/> YMCA Leaders Club | <input type="checkbox"/> Fundraisers | <input type="checkbox"/> Honor Society |
| <input type="checkbox"/> Youth In Government | <input type="checkbox"/> Drama | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Student Council | <input type="checkbox"/> Dance Lessons | <input type="checkbox"/> Yearbook/Journalism |

List any other clubs or organizations that you have participated in: _____

PLEASE EXPLAIN THE EXPERIENCES YOU HAVE HAD WITH CHILDREN AGES 5 – 12:

(Babysitting, Brothers/Sister, Neighbors) _____

Do you feel comfortable leading a song or game in front of a large group?

What Leadership activities have you participated in the past? _____

On a separate sheet of paper please **TYPE** the answers to the following questions:

1. Why do you want to become a Counselor In Training?
2. What do you think it means to be a leader?
3. Why do you think you will be a good leader?
4. What is an accomplishment you are most proud of?
5. In what positive way would you most like to change as a person?
6. What is your favorite thing about camp?

REFERENCES

Please contact at least two references and have them complete the attached reference form. Completed references must be included with application packet; references cannot be a relative or friend example: coach, teacher, group organization leaders, etc.

Name: _____ **Phone:** _____

Address: _____

Relationship (example: teacher, coach, etc.) _____

Name: _____ **Phone:** _____

Address: _____

Relationship (example: teacher, coach, etc.) _____

Return the following information completed to the address listed below:

- A. CIT Agreement Page
- B. CIT Application
- C. At least Two completed References
- D. Completed Health History and Emergency Care Plan

**Return to: Attn: Christine Larson
2420 N. 124th Street,
Wauwatosa, WI 53226**



YMCA of Metropolitan Milwaukee-Counselor In Training Reference Form
(please print clearly or type)

Name of Applicant: _____

Release of Information: I hereby authorize _____ to release all information on me regarding my suitability for enrollment into the Counselor in Training (CIT) Program in the YMCA of Metropolitan Milwaukee Summer Day Camp Program

Signature of Applicant

Date

The mission of the YMCA of Metropolitan Milwaukee is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all. Our goal is to develop the self-esteem of each camper that attends camp. The Counselor In Training (CIT) Program is designed to train participants on how to work with children at camp and further teaches effective leadership skills such as teambuilding, communication, professionalism, responsibility, respect critical thinking, relationship development, confidence building, and goal setting.

1. What is your relationship to the applicant? _____

2. How long have you known the applicant? _____

3. If the candidate has worked for you:

What position did he/she hold? _____

Would you rehire the applicant? If not, please explain why.

4. Please describe the overall work performance of the applicant.

5. Please describe how the applicant interacts with his/her peers.

6. Would you recommend the applicant for the position of Counselor in Training?

7. Please list and describe 3 of the candidate's strengths.

8. Please list and describe 3 areas where the candidate can improve.

9. Please check the box that best describes the applicant in regards to:

	Excellent	Good	Fair	Poor
Adaptability	[]	[]	[]	[]
Responsibility	[]	[]	[]	[]
Resourcefulness	[]	[]	[]	[]
Enthusiasm	[]	[]	[]	[]
Leadership	[]	[]	[]	[]
Sense of Humor	[]	[]	[]	[]
Patience	[]	[]	[]	[]
Cooperation	[]	[]	[]	[]
Initiative	[]	[]	[]	[]

10. Additional comments:

Reference Signature: _____ Date: _____

Please return this form to the Counselor In Training Applicant to be submitted with his/her Counselor In Training Application Packet. Thank you for taking the time to help us build strong kids, strong families and strong communities!