



# Encino Community Center

4935 Balboa Blvd. \* Encino, CA 91316 \* Phone: (818) 995-1690

Email: [encino.communitycenter@lacity.org](mailto:encino.communitycenter@lacity.org)



## Summer Camp CIT (Counselor in Training) Application

**We are looking for responsible, outgoing, and enthusiastic CIT's who are ready to dedicate their summer to working with children.**

Completed applications must be turned into the facilities main office by **Friday, April 3, 2020**. CIT positions are limited and are not guaranteed. All applicants will be chosen through an interview process. Interviews will be held sometime between March-April. CIT positions are VOLUNTEER positions and do not guarantee future employment with L.A. City Dept. of Rec. & Parks. **Applicants who do not meet the guidelines will not be contacted for an interview.**

### **Our CIT Program**

This program was designed to enrich the lives of the youth in our community by providing an enjoyable and educational training experience. The CIT program is just that, a training program. CITs in our program will find the experience personally rewarding as well as broaden their social experience. Participation in camp will provide CITs with a valuable learning experience that can be utilized in future job interests. The goal of the CIT program is to help form teens into reliable young adults. A CITs typical work day runs, Monday-Friday from 8:45am-4:15pm, unless they are assigned additional hours for extended care and/or field trip days.

### **Position Requirements**

To be considered for the position applicants must; be 14 years of age by the first day of camp, commit to a minimum of 6 full weeks of camp, available to attend all training days and get finger printed prior to camp. Candidates must possess the ability to take direction, accept responsibility, and assist in the supervision of children ages 3-13 years. CITs must demonstrate good judgement and have a more mature level of understanding than campers. **All participants accepted into the CIT program will be required to get fingerprinted and be cleared by the start of camp. Any person who is not willing to get fingerprinted will not be permitted to participate in the program. All volunteers and employees working with or around children must be fingerprinted. Volunteer fingerprinting forms and instructions on the fingerprinting process will be given out upon acceptance into the program.**

**Please note:** There is a one-time fee of \$125.00 for all CITs accepted into the program which covers the cost of supplies, materials, and the required training courses. There is **NO** other cost to participate in the CIT program. **CIT training courses are scheduled for Tues., May 19<sup>th</sup> from 5:30pm-8:30pm and All Staff Camp Training on Saturday, June 13<sup>th</sup> from 9:30am-5:00pm.** Dates are subject to change without notice.

If you have any questions regarding the position for which you are applying please do not hesitate to contact me.

Thank you,

*Cynthia Dib*

Recreation Facility Director

Office Phone: (818) 995-1690 • e-mail: [cynthia.dib@lacity.org](mailto:cynthia.dib@lacity.org)



# CIT Summer Camp Application

Counselor in Training (CIT) (volunteer position)

Participant must be at least 14 years of age by the start of camp.

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**CIT's are required to be available a minimum of 6 weeks in the summer.  
Camp dates are June 15 - August 14, 2020.**

**General Information:**

Please indicate the 6-9 weeks you are available to volunteer by placing an X in the box to the right of the week.

<b>Week 1</b>	June 15 - June 19	
<b>Week 2</b>	June 22 - June 26	
<b>Week 3</b>	June 29 - July 3	

<b>Week 4</b>	July 6 - July 10	
<b>Week 5</b>	July 13 - July 17	
<b>Week 6</b>	July 20 - July 24	

<b>Week 7</b>	July 27 - July 31	
<b>Week 8</b>	Aug. 3 - Aug. 7	
<b>Week 9</b>	Aug. 10 - Aug. 14	

**Personal Information:**

**Camp Name:** \_\_\_\_\_

<b>Name:</b>	LAST	MIDDLE	FIRST	AGE	BIRTHDATE	SEX Male / Female
<b>Address:</b>	NUMBER	STREET	CITY	STATE	ZIP	
<b>E-mail Address:</b>	E-MAIL ADDRESS			CELL TELEPHONE	HOME TELEPHONE	

**Emergency Contact #1**

<b>Name:</b>	LAST	FIRST	RELATION	CELL TELEPHONE	HOME TELEPHONE	
<b>Address:</b>	NUMBER	STREET	CITY	STATE	ZIP	EMAIL ADDRESS

**Emergency Contact #2**

<b>Name:</b>	LAST	FIRST	RELATION	CELL TELEPHONE	HOME TELEPHONE	
<b>Address:</b>	NUMBER	STREET	CITY	STATE	ZIP	EMAIL ADDRESS

**Education**

Name of School	Grade	Graduation Date	Degree

**Related Work Experience** (with children) - May we contact them? Yes / No

Employer	Phone Number	Job Duties	Employment Dates

Please give a brief description of why you are applying for this position; \_\_\_\_\_

\_\_\_\_\_

# CIT Summer Camp Application

**References** (optional) - May we contact them? Yes / No

Name	Phone Number	Relation	Length of Relation

Youth Services, Clubs, Agencies, Organizations in which you belong or lead;

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## Activities

Please check off any activities you have taken part in regularly

### Performing Arts

- Acting
- Skits
- Puppetry
- Square Dancing
- Country Dancing
- Ballet
- Tap
- Hawaiian Dance
- Street Dance
- Hip Hop
- Jazz
- Piano
- Guitar
- Singing
- Baton
- Rhythm Band
- Other \_\_\_\_\_

### Games & Sports

- Baseball
- Basketball
- Badminton
- Softball
- Football
- Soccer
- Volleyball
- Tennis
- Golf
- Track-n-Field
- Jump Rope / Hop Scotch
- Martial Arts
- Roller / In-line Skating
- Hockey
- Cheerleading

### Camping Outdoor

- Cooking BBQ
- Pitching Tents
- Trail Marking
- Song Leading
- Games
- Map Reading

### Physical Fitness

- Aerobics
- Yoga
- Stretching
- Gymnastics
- Kick Boxing

### Other Skills

- Typing WPM\_\_\_\_\_
- \_\_\_\_\_

### Arts & Crafts

- Ceramics
- Ecology Crafts
- Lanyards
- Model Building
- Drawing
- Painting
- Jewelry
- Leather
- Nature Crafts
- Cooking
- Sewing
- Knitting / Crochet