



City of Los Angeles Department of Recreation & Parks

# SHATTO RECREATION CENTER

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## COUNSELOR-IN-TRAINING PROGRAM

Are you responsible, outgoing, and enthusiastic?

Do you find working with children enjoyable?

Do you have a positive attitude?

Are you between the ages of 13-15?

# **COUNSELOR-IN-TRAINING (CIT) PROGRAM GUIDELINES**

Thank you for interest in Camp Shatto's Counselor in Training Program. Our CIT (Counselor In Training) Program is designed to prepare young adults for a position as a Camp Counselor or in the workforce and to provide them an enjoyable training experience. The responsibilities of a CIT include but are not limited to helping with set-up and clean-up of any camp activity, helping Counselors transition children from one activity to another, run games or other activities. CIT's are meant to be an assistant to Counselors while learning what it takes to be a good counselor for future years of camp. The goal of the CIT training program is to guide teens and young adults as they develop life and work skills in a fun and exciting environment. CIT's will only be scheduled as needed for field trips. Parents may pay for CIT's field trips to secure and guarantee a space.

## **Volunteer Description/Responsibilities**

The CIT's role is that of assistant to an assigned camp counselors. CIT's will participate in all activities of their assigned counselor and group. Like our Camp Counselors, CITs are responsible for the supervision, safety, and happiness of the campers under the supervision of a camp counselor. They must have a positive attitude, be outgoing, enthusiastic, responsible and be willing to assist the Counselors and campers to which they are assigned. Once a CIT is assigned a group that will be their assignments for the summer. However, if the Director feels that a CIT will be better suited for a different group that CIT will be changed to that group.

## **Volunteer Requirements**

All Counselors-in-Training must have attained the age of THIRTEEN by the first day of camp. Anyone not yet THIRTEEN by the first day of camp does not qualify to participate in the program. Candidates must have the ability to relate to and supervise children 4-10 years of age and must possess the ability to take directions and accept responsibilities. CITs must demonstrate a more mature level than campers. Previous skills in recreational activities and camp experience are preferred. CIT are required to commit to at least 4 full weeks (Monday-Friday) of camp. CIT's must be fingerprinted prior to camp (LiveScan) and approval must be received from our H.R.

## **Behavior Standards**

As an integral part of the Camp Shatto, CIT's are implicitly expected to conduct themselves in an appropriate manner and to abide by all policies and practices set forth by Camp Directors. CIT's who violate these policies and practices will be subject to immediate expulsion from camp without refund. The following behavior will not be permitted or tolerated under any circumstances:

1. Abuse of Campers (Striking, pushing, grabbing, teasing, yelling, etc...)
2. Fighting

3. Defiance or refusal to listen to and obey staff's instructions, insubordination.
4. Using or providing drugs or alcohol
5. Theft and/ vandalism
6. The use of foul or vulgar language
7. Any Immoral, indecent, or lewd (sexual) conduct
8. Possession or knives, fireworks, and/or firearms

## Dress Standards

CIT'S are expected to dress appropriately at all times.

1. No clothing which portrays imagery inappropriate for an environment for children. (i.e. violence, scary movies, etc.)
2. No saggy and/ or baggy clothing
3. No clothing advertising or insinuating the use of beer, alcohol, drugs or sex
4. Shorts must fully cover the bottom. This can be measured when arms are hanging at sides and thumbs are pointing at thigh. The shorts must touch the bottom of the thumb. T-shirts must cover the chest and be no more than 1 inch below or above the navel. Spaghetti strap tank tops are not allowed
5. Shirts must be worn at all time, with the exception of swim days
6. Bathing suits must be appropriate
7. Closed toe shoes with rubber heels must be worn at all times, excluding water trips

## Application

We will accept only 7 CIT's per week, so apply early. You will need to complete a CIT application and interview with the camp director before being accepted into the program. Applicants who do not meet the requirements will not be contacted for an interview. If accepted as a CIT, participants will need to commit to a minimum of 4 weeks in the summer. They will need to complete a regular summer camp application (signed by a parent or guardian). CIT positions are VOLUNTEER positions and **do not** guarantee future employment with the L.A. City Dept. of Rec. & Parks.

## Cost

CIT's are charged a minimal fee of \$45.00. Fees are due Friday prior to the week of camp.

## How to Apply

1. Complete the attached application. You can turn it in via email or Drop off to the office
2. Email: [Shatto.recreationcenter@lacity.org](mailto:Shatto.recreationcenter@lacity.org) Subject line: CIT Application

## Counselor-In-Training (CIT) Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Have you ever been a Camper? \_\_\_\_\_ How many Years? \_\_\_\_\_

At what Camp? \_\_\_\_\_ Overnight or Day Camp? \_\_\_\_\_

Have you ever been a counselor? \_\_\_\_\_ How many years? \_\_\_\_\_

Name of Camp \_\_\_\_\_ Phone # \_\_\_\_\_

Year \_\_\_\_\_ Position \_\_\_\_\_ Director \_\_\_\_\_

### Questioner

1. Tell us about yourself

2. Why do you want to be a CIT at Camp Shatto?

3. What experience do you have working with children?

4. What do you expect to gain from this experience?

5. Explain your understanding of a CIT

CIT's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CIT's Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS IS AN APPLICATION. IT DOES NOT GUARANTEE A POSITION AS A  
COUNSELOR-LEADERSHIP-TRAINEE!**