CIT Program Overview

Hello and thank you for your interest in the CIT Program at Camp Sharwood. We are looking for responsible, outgoing, and enthusiastic CITs who are ready and willing to dedicate their summer to working with children and improving their job-readiness skills.

This program is designed to provide teens an opportunity to develop leadership and communication skills, as well as work experience in a creative and fun environment. The CITs will attend workshops focused on resume building, mock interviews, and more.

- Application window opens: March 9, 2020
- Application window closes: April 9, 2020
- Applications must be turned in via email to the Camp Sharwood email and must come from the applicant’s personal email with their parent/guardian copied (via CC) in the email. Applications will not be accepted before or after the window.

All applicants are chosen through an interview process. Interviews will be held mid April. CIT positions are VOLUNTEER positions and do not guarantee future employment with the L.A. City Dept. of Rec. & Parks. Applicants who do not meet the requirements will not be contacted for an interview.

CIT Program Requirements

- Age: 13-15 (age determined as of June 15, 2020 - first day of camp)
- Commitment:
  - Attend Training Day
  - Attend Meet the Counselors
  - Attend 3 Workshops
  - One parent/guardian attend the parent meeting
  - Fingerprinted prior to camp (LiveScan) and approval must be received form our H.R. Department (6-9 weeks)
  - Volunteer 6 weeks of camp (minimum), Monday through Friday* between the hours of 9:00am-4:30pm
    - Some Thursdays (field trip days) require a longer work day

CIT Program Application Instructions

Send an email to Camp Sharwood with “Your Name, CIT Application” in the subject line answering the following questions:

1. Your name, age, tell us about yourself (school, hobbies)
2. Volunteer or work experience (youth services, clubs, babysitting, etc)
3. Brief description of why you are applying for this position.
4. Availability and contact information (Which weeks you are available to work? Which workshop dates are you available to attend?)

The classes and programs in this brochure may be subject to change or cancellation.
## CIT Program Important Dates

**Application Window Opens:** March 9, 2020  
**Application Window Closes:** April 9, 2020  
**Interviews Dates:** April 17 and 18  
**Training:** June 6, 2020, 10am-3pm  
**Parent Meeting:** June 6, 2020, 3pm-4pm  
**Meet the Counselors:** June 13, 2020, at 2:00pm-4:00pm  
**Camp Dates:** June 15- August 14

## Rates & Fees

**Registration Fee:** $25  
nonrefundable for each C.I.T. accepted into the program

**Weekly Fee:** $30  
for each week scheduled to attend

### Workshop Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Workshop</th>
<th>Date TUESDAYS</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 15 - 19</td>
<td>Childcare &amp; Supervision</td>
<td>June 16</td>
<td>Learn more about working with children!</td>
</tr>
<tr>
<td>2</td>
<td>June 22 - 26</td>
<td>Communication</td>
<td>June 23</td>
<td>Learn about workplace communication!</td>
</tr>
<tr>
<td>3</td>
<td>June 29 - July 2 excluding July 3rd</td>
<td>Conflict Resolution</td>
<td>June 30</td>
<td>Learn about how to mitigate problems in the workplace!</td>
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<tr>
<td>4</td>
<td>July 6 - 10</td>
<td>Resumes Part 1</td>
<td>July 7</td>
<td>Begin working on your resume!</td>
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<tr>
<td>5</td>
<td>July 13 - 17</td>
<td>Interview Tips</td>
<td>July 14</td>
<td>Learn to navigate job interviews!</td>
</tr>
<tr>
<td>6</td>
<td>July 20 - 24</td>
<td>Resumes Part 2</td>
<td>July 21</td>
<td>Polish up and finalize your resume!</td>
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<tr>
<td>7</td>
<td>July 27 - 31</td>
<td>Mock One-on-One Interviews</td>
<td>July 28</td>
<td>Apply our interview skills in a One-on-One setting!</td>
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<tr>
<td>8</td>
<td>August 3 - 7</td>
<td>Group Interviews</td>
<td>Aug. 4</td>
<td>Apply our interview skills in a group setting!</td>
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<tr>
<td>9</td>
<td>August 10 - 14</td>
<td>Final Evaluations</td>
<td>Aug. 10-13</td>
<td>Receive feedback on your growth this summer!</td>
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