



FOR YOUTH DEVELOPMENT™
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Edward Jones Family YMCA Counselor-In-Training Program

Overview:

The YMCA of Greater St. Louis has made a commitment to provide older youth and teens with leadership development opportunities in our YMCA programming efforts. A Counselor-In-Training program creates this opportunity for participants to develop leadership and job skills as well as developing a future source of counselors who have been trained in YMCA leadership and program methods.

CIT members must enjoy working with children, have a positive attitude, want to learn and practice leadership skills, under close adult supervision, and be a good role model for campers work under the supervision of a Senior Counselor and aid counselors during the camp day. The program should center on CIT participants, not staff needs. A good CIT program provides fun and learning and is geared to the age, ability and interest of the group.

Program Components:

- ❑ A formal application, interview, screening, and selection process is followed
- ❑ Participants in the program are between ages 14-17 years of age
- ❑ CIT members are considered staff team members and must attend trainings, staff meetings, be properly attired per guidelines, etc.
- ❑ CIT members and their parents must read, sign, and follow the stated job description and Code of Conduct policies
- ❑ CIT members must complete the YMCA enrollment papers and forms
- ❑ CIT members will be signed in and out each day
- ❑ CIT members will be charged a participation fee of \$150 for a minimum 4 week session, and **\$25 for each additional week (additional weeks are given based on performance and camp availability)**
- ❑ CIT members will be supervised by their Senior Counselor and overall by the Day Camp Director or designated representative
- ❑ CIT members will be provided time to learn and practice leadership skills such as teaching swimming, leading opening & closing ceremonies, singing songs, demonstrating sports skills, etc.
- ❑ CIT members are NEVER to be left alone with campers or be used as "Gophers"
- ❑ Summer In-Service Training opportunities are provided for the CIT members
- ❑ There will be one (1) CIT per camper group. Total number of CIT positions available at the branch will be determined based upon the number of camper groups and/or determined by the branch
- ❑ Recommended CIT members be partnered with camper groups of preschool-12 years of age
- ❑ Senior Counselors will mentor and guide their CIT member
- ❑ CIT's will be evaluated mid summer and end of the summer
- ❑ Special recognition events will be held for CIT's
- ❑ ***CIT's must have completed at least one summer with meeting standards or above review to be considered for a Junior Counselor position.***

YMCA OF GREATER ST. LOUIS
Edward Jones Family YMCA
Counselor in Training (CIT) Program
Application Process

The YMCA of Greater St. Louis Counselor in Training program creates an opportunity for youth to develop leadership and job skills, as well as, creates opportunities for the YMCA for possible future counselors who are trained in YMCA leadership and YMCA program components. Participants in the CIT programs are between the ages of 14 and 17 years old. They must enjoy working with children, have a positive attitude, and want to learn. They will practice leadership skills under close adult supervision and must be a good role model for younger campers. CIT participants work under the supervision of Senior Counselors and aid Senior Counselors during the camp day.

For youth/teens to be considered for acceptance into the CIT leadership development Program the following will occur:

- ❑ **Complete application in full and return it to the Edward Jones Family YMCA By April 29, 2015.**
- ❑ Distribute the Request for Reference to three people and have them mail it to the Edward Jones Family YMCA. References completed by family members will not be accepted. The return address and email is provided on the form. Interviews will be set up after all information is received. **The Deadline for CIT applications and letters of reference is: April 29, 2015. All applicants must be available one day after school during the week of May 5-9 for a group interview. Interview date and time is set up by the candidate and CIT Director after application is submitted.** Candidates will be interviewed independently (without parent/guardian accompaniment), screened and selected based upon the outcome of their interviews, references and the number of slots available.
- ❑ Parents and CIT Candidates will read, acknowledge and accept the items as listed in the job description and code of conduct prior to finalization of program.
- ❑ Candidates must be able to commit and complete, at minimum, a 4-week session.
- ❑ CIT's will need to successfully and according to guidelines pass First Aid Certification courses through the YMCA.
- ❑ CIT'S should attend Branch Pre-Orientation Training, Metro Day Camp Training on May 18, staff meetings, Parent Nights and Special Events.

If selected for the CIT Program a fee of \$150.00 for a minimum 4-week session will be required with a \$25 charge for each additional week. Additional weeks are given based on performance and camp availability.

Please call Brandi Horton at (314) 439-9622 x256 with any questions.

We are looking forward to receiving your application!

What are your main reasons for wanting to participate in the YMCA CIT program?

What do you think the main responsibilities of a CIT should be?

Have you ever worked in a leadership capacity with children? If yes, please describe.

Please list any previous experiences you have had with children.

In the following categories, please check all activities in which you can assist in teaching:

- | | |
|--|--|
| <input type="checkbox"/> Backpacking | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> Cooking | <input type="checkbox"/> Group Initiative Problems |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Storytelling |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Baseball/Softball |
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Pom/Dance/Cheerleading |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Arts and Crafts |
| <input type="checkbox"/> Musical Instruments | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Lacrosse |
| <input type="checkbox"/> Roller Hockey | <input type="checkbox"/> Outdoor skills |
| <input type="checkbox"/> Tennis | |

Please list anything else you can share with the children:

List any extra-curricular activities you participate in:

Are you a Musician? Yes or No

Vocal/Instrumental? Type of Instrument_____

Are there any days or times over the summer that you would not be able to work?:

*In order to complete application process, we must have three written reference letters returned to the Edward Jones Family YMCA. References will not be accepted from family members.

Packet needs to be completed by no later than Friday, April 29, 2015 for consideration and possible interview process. All applicants must be available one day after school during the week of May 5-9 for an interview. Interviews will be approx. 1 hour and in a group setting.

Weeks you are available (must be available at least four weeks of camp)

I certify the facts set forth in this CIT application are true and complete to the best of my knowledge. I understand if accepted, false statements on this application shall be considered sufficient cause for dismissal. My parent/guardians and I have read and will abide by the job description and code of conduct if selected for participation in this program. I understand if I am accepted, my requested weeks are not guaranteed.

CONVICTION STATEMENT: I have never been convicted of a felony or misdemeanor classified as an offense against a person, or the family, a felony or misdemeanor classified as public indecency or a felony violation of any law intended to control the possession or distribution of any substance, and there are no pending charges against me, including deferred adjudication.

Applicant Signature_____ Date_____

Parent/Guardian Signature_____ Date_____



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YMCA OF GREATER ST. LOUIS
Counselor-In-Training Program
Request for Written Reference

_____ has applied for a position as a Counselor in Training
(First and last name of applicant) at the Edward Jones Family YMCA.

Please let us know how you know this applicant, how long you have known them and in what capacity.

Your assessment of his/her abilities in the following areas would be greatly appreciated. Please include your thoughts regarding this applicant. Some areas to note might be: sense of humor; initiative; dependability; working with peers; follow as well as lead; communication; flexibility; tact; outdoor skills; working with children; persistence; enthusiasm, YMCA values of Caring, Honesty, Respect and Responsibility.

Please also include if you have any reservations in recommending this applicant and why and any additional information that may help us get to know the applicant better.

Name of person completing this form _____
Phone Number _____

Thank you for taking the time to help us and get to know the applicant and have a better understanding of who they are and what they are capable of becoming.

Please send your letter back by: April 29, 2015

Please send this back to:

Edward Jones Family YMCA
12521 Marine Ave.
St. Louis, MO 63146
Attn: Brandi Horton

Or email to....
bhorton@ymcastlouis.org

YMCA of Greater St. Louis
Counselor-In-Training Program

CODE OF CONDUCT

The Counselor in Training program is designed to identify and develop young people to possibly become counselors in the YMCA Day Camp program. Each CIT has the responsibility to uphold high standards of behavior and conduct while participating in this program. As a CIT, each young person is looked at as a positive role model by our campers. The following Code of Conduct has been developed to assist CIT's know their responsibilities.

1. I will be courteous at all times when working with other CIT's camp staff, campers, and all other YMCA employees.
2. I will listen and follow directions given to me by the camp staff and other YMCA employees.
3. I will ask for assistance when I need it.
4. I will not put myself or any other camper at risk.
5. I will have fun in ways that are safe to camp, others, and myself.
6. I will take my leadership training seriously. Through my actions I can have a positive impact on young lives.
7. I will follow all YMCA rules at all times.
8. I will be on time for my shift and be able to work at a minimum of at least 4 weeks.
9. I will accomplish all duties that are given to me and then report back to my counselor. I will not neglect my duties.
10. I acknowledge and accept the following violations, if committed, are subject to progressive counseling and/or dismissal from camp as directed by the YMCA staff.
 - A. Use of profanity
 - B. Blatant disobedience
 - C. Possession or use of alcohol, cigarettes, or other drugs
 - D. Violent behavior, such as hitting, fighting, etc.
 - E. Public display of affection
 - F. Behavior placing other campers at risk
 - G. Talking, texting or using my cell phone while working

11. Progressive counseling will consist of the following procedures unless the severity or repetition of incident requires other action concerning suspension and/or expulsion:

- A. Counselor or Camp Director will call parent to inform of behavior
- B. Camp staff (Camp Director/Counselor/Program Director) will meet with parent regarding behavior
- C. Child will be suspended from camp and subject to review by the Program Director and will result in a second meeting with parents and staff (to include Program Director)
- D. Parents will meet with Program Director regarding the expulsion from camp.

CIT Signature: _____

Parent Signature: _____