



Counselor-In-Training Program WILDWOOD FAMILY YMCA 2019

Overview:

The Gateway Region YMCA has made a commitment to provide older youth and teens with leadership development opportunities in our YMCA programming efforts. The Counselor-In-Training program is highly selective, and 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 day camp enrollment papers and forms
- CIT members will be signed in and out each day with CIT and parent signatures
- CIT members will be charged a participation fee of \$150 for a minimum 4 week session.
- 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
- Summer In-Service Training opportunities are provided for the CIT members each 4 week session
- □ 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 that CIT be partnered with camper groups of preschool-10 years of age
- Senior Counselors will mentor and quide their CIT members daily and evaluate weekly
- □ CITs will be evaluated mid-summer and at end of the summer
- Special recognition events will be held for CITs
- □ CITs must have completed at least one summer with meeting standards or above review to be considered for a Junior Counselor position.

GATEWAY REGION YMCA WILDWOOD FAMILY YMCA Counselor-In-Training (CIT) Program

Application Process

The Gateway Region YMCA 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 and support of Directors and Counselors.

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 WILDWOOD FAMILY YMCA By: April 19, 2019.
- Distribute the Request for Reference to three people and have them mail it to the Wildwood 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, 2019. All applicants must be available one day during the week of May 6, 2019 for an interview. An interview date and time will be set up by the candidate and CIT Director after the 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.
- CITs will need to successfully, according to guidelines, pass First Aid Certification courses through the YMCA.
- CITs should attend Branch Pre-Orientation Training, Metro Day Camp Training June
 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. Any additional weeks of service will be no charge, if selected/approved by the Camp Director.

Please call Dana Bachert or Tiphanie Johnston with any questions.

We are looking forward to receiving your application!

GATEWAY REGION YMCA WILDWOOD FAMILY YMCA Counselor-In-Training (CIT) Program Application

The Gateway Region YMCA CIT program is to build leadership and character development through a worthwhile camp experience. We are interested in training the finest young men and women to be teachers/friends and role models who will help in developing character development in young people. To be considered for a CIT position you must be between the ages of 14-17.

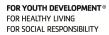
If you are interested in becoming a Counselor-In-Training, please complete this application, obtain and submit 3 letters of reference and return to the YMCA by: **April 29, 2019**. If you are a returning CIT, you will only need to submit a letter of good standing from your school.

Please print and fill out completely

CIT Name			
CIT Name(Last)	(First)	(Middle)
Home Phone #	C	Cell Phone #	
Address			
Address (Street)	(City)	(State)	(Zip)
Email Address			
Birthday (Month/Day/Year)	-	Grade	ust Completed)
Last School Attended			
Parent/Guardian Name			
Phone #	Email Add	ress	
Please check if you have of the	e following certif	fication and list t	the expiration date.
<u>Certification</u>	<u>Expirat</u>	<u>ion Date</u>	
CPR First Aid Lifeguard		 Oth	er

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: Backpacking Hiking Group Initiative Problems Drama Storytelling Soccer Baseball/Softball Volleyball Pom/Dance/Cheerleading Basketball Arts and Crafts Musical Instruments Swimming Gymnastics Lacrosse Roller Hockey Outdoor skills Tennis Please list anything else you can share with the children:
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: Backpacking Hiking Cooking Group Initiative Problems Drama Storytelling Soccer Baseball/Softball Volleyball Pom/Dance/Cheerleading Basketball Arts and Crafts Musical Instruments Swimming Gymnastics Lacrosse Roller Hockey Outdoor skills Tennis
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DramaStorytellingSoccerBaseball/SoftballPom/Dance/CheerleadingArts and CraftsSwimming
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

Would you be willing to lead a camp song? Yes or N	No	
Are there any days or times over the summer that you wo	uld not be able to work?	
*In order to complete the application process, we must have letters returned to the Wildwood Family YMCA. References family members. We suggest asking teachers, coaches, pagestasking teachers, coaches, pagestasking teachers.	s will not be accepted from	
Packet needs to be completed by no later than April 29, 2019 for consideration and possible interview process. All applicants must be available one day during the week of May 6, 2019 for an interview. Interviews will be approximately 1 hour and in a group setting.		
Weeks you are available (must be available at least four full weeks of camp)		
I certify the facts set forth in this CIT application are true a knowledge. I understand if accepted, false statements on to considered sufficient cause for dismissal. My parent/guardiabide by the job description and code of conduct if selected program. I understand that if I am accepted, my requested	this application shall be ans and I have read and will I for participation in this	
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	





Counselor-In-Training Program GATEWAY REGION YMCA

Request for Written Reference

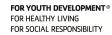
has applied	for a position as a Counselor-In-Training
(First and last name of applicant) $$ at the WILDV	VOOD FAMILY YMCA.
Please let us know how you know this what capacity.	applicant, how long you have known them and in
Please include your thoughts regarding sense of humor; initiative; dependabili communication; flexibility; tact; outdo	the following areas would be greatly appreciated. If this applicant. Some areas to note might be: ty; working with peers; follow as well as lead; or skills; working with children; persistence; es of Caring, Honesty, Respect and Responsibility.
	ervations in recommending this applicant, and why, by help us get to know the applicant better.
Name of person completing this form_	
Phone Number	
Thank you for taking the time to help understanding of who they are and wh	us get to know the applicant and have a better at they are capable of becoming.
Please send your letter back by: APR	IL 29, 2019
2641	WOOD FAMILY YMCA HIGHWAY 109 WOOD, MO 63040





Counselor-In-Training Program GATEWAY REGION YMCA Request for Written Reference

has a	pplied for a position as a Counselor-In-Training
(First and last name of applicant) at the	WILDWOOD FAMILY YMCA.
Please let us know how you know what capacity.	w this applicant, how long you have known them and in
Please include your thoughts reg sense of humor; initiative; deper communication; flexibility; tact;	cies in the following areas would be greatly appreciated. garding this applicant. Some areas to note might be: ndability; working with peers; follow as well as lead; outdoor skills; working with children; persistence; A values of Caring, Honesty, Respect and Responsibility.
• • • • • • • • • • • • • • • • • • •	ny reservations in recommending this applicant, and why, hat may help us get to know the applicant better.
Name of person completing this	form
Phone Number	
•	help us get to know the applicant and have a better and what they are capable of becoming.
Please send your letter back by:	APRIL 29, 2019
	WILDWOOD FAMILY YMCA 2641 HIGHWAY 109 WILDWOOD, MO 63040





Counselor-In-Training Program GATEWAY REGION YMCA Request for Written Reference

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(First and last name of applicant) at the	• • • • • • • • • • • • • • • • • • • •
Please let us know how you kno what capacity.	w this applicant, how long you have known them and in
Please include your thoughts reg sense of humor; initiative; depe communication; flexibility; tact; enthusiasm; position of the YMC Please also include if you have a	ties in the following areas would be greatly appreciated. garding this applicant. Some areas to note might be: endability; working with peers; follow as well as lead; outdoor skills; working with children; persistence; CA values of Caring, Honesty, Respect and Responsibility. any reservations in recommending this applicant, and why, that may help us get to know the applicant better.
Name of person completing this	form
Phone Number	
· · · · · · · · · · · · · · · · · · ·	help us get to know the applicant and have a better and what they are capable of becoming.
Please send your letter back by:	APRIL 29, 2019
Please send this back to:	WILDWOOD FAMILY YMCA 2641 HIGHWAY 109 WILDWOOD, MO 63040

FOR YOUTH DEVELOPMENT® FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY



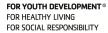
Counselor-In-Training Program GATEWAY REGION YMCA WILDWOOD FAMILY YMCA

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 CITs in knowing their responsibilities.

- 1. I will be courteous at all times when working with other CITs, 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 able to work 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: _	 	





GATEWAY REGION YMCA

Position Description

POSITION TITLE: Counselor-In-Training

REPORTS TO: Senior Counselor and/CIT Program Director

General Function:

This position involves on-the-job training in all aspects of Day Camp operations. The person will be in a controlled volunteer leadership development program that may eventually enable the person to apply for the position of Counselor, when appropriate age is reached. This position will provide an opportunity for the development of leadership and work maturity skills.

This position requires the following to be conducted independently:

- 1. Must be at least 14-17 years of age.
- 2. Must have some childcare experience, preferably a minimum of one year, attending a YMCA summer camp program.
- 3. Must demonstrate maturity, a positive attitude, and enjoy with children.
- 4. Must demonstrate behavior that reflects an appropriate role model of a YMCA staff member.
- 5. Must demonstrate skills or a willingness to learn skills in teaching crafts, songs, stories, games, sports, aquatics, and related camp activities.
- 6. Must be in good health.
- 7. Must be able to communicate clearly with campers and adults.
- 8. Must be able to clearly hear and see children from a minimum of 20ft.
- 9. Must be physically capable of lifting 40 pounds.
- 10. Must be able to quickly reach a child and or situation to prevent harm.
- 11. Must be able to swim or function in an "eyes on deck" capacity.
- 12. Must demonstrate a commitment to working with children and staff from a variety of backgrounds.
- 13. Must obtain First Aid certification through the YMCA during their 4-week session.
- 14. Must attend and participate in YMCA Pre-orientation Training, Child Abuse/Neglect Detection and Prevention Training, staff meetings, and special activities and events.

Principle Activities:

- 1. This position works under the direct supervision of the Day Camp Director and Day Camp Seniors Counselors.
- 2. Assist Senior Counselor in providing leadership to an assigned group of children in all activities and during all hours of operations under the supervision a Senior Counselors. (All disciplinary actions for children will be conducted by a counselor or director.)
- 3. Assist the counselor in leading the assigned group of children in specific programs such as arts and crafts, games, playground activities, singing, storytelling, aquatics, special events and family nights.
- 4. Will be in required YMCA uniform (staff shirt and name badge) during all work time.

- 5. Assist the counselor in securing and maintaining all supplies necessary for the program, health, safety, and other activities.
- 6. Maintain all storage and group activity areas in a clean, neat, and safe manner.
- 7. Maintain positive relationships with children, parents, other CIT participants, and other staff members.
- 8. Follow all YMCA rules, policies and procedures.
- 9. Maintain operations in compliance with all regulatory standards and the standards of the YMCA programs.
- 10. Perform all other duties as assigned by the staff and/or Summer Supervisor.

I have read, understand and will abide responsibilities stated herein:	e by the above position description and accept the
CIT Signature	 Date
required of my child to participate in the these responsibilities not be followed or	job responsibilities and CIT Code of Conduct e YMCA CIT program. I also understand should YMCA policies not adhered to my child may be program and the fee paid is non-refundable.
Parent Signature	 Date