



TOWN OF PLEASANT VALLEY

1554 MAIN STREET
PLEASANT VALLEY, N.Y. 12569

CIT (COUNSELOR IN TRAINING) PACKET

DATE _____

NAME _____

HOME # _____ CELL # _____

EMAIL ADDRESS: _____

THIS IS A TWO PART PROCESS.

PART 1 IS COMPLETING THE CIT REGISTRATION ONLINE AT WWW.PVREC.COM.

PART 2 IS COMPLETING AND SUBMITTING THIS APPLICATION IN **FULL**.

USING THE CHECKLIST PROVIDED FOR YOU BELOW AS A GUIDELINE, PLEASE BE SURE **EVERYTHING** THAT IS REQUIRED IS INCLUDED WHEN SUBMITTING THE APPLICATION.

PLEASE NOTE: APPLICATIONS THAT ARE MISSING **ANY** OF THE REQUIRED INFORMATION, WILL ***NOT*** BE ACCEPTED.

- PLEASE PROVIDE A **MINIMUM OF TWO LETTERS OF RECOMMENDATION FROM LEADERS IN THE COMMUNITY** (REQUIRED)
- CAMP ACTIVITY RESOURCE WITH INSTRUCTIONS**
*MORE INFORMATION IN PACKET
- CIT – COUNSELOR IN TRAINING APPLICATION** (REQUIRED)
- IMMUNIZATION RECORD FROM DR.** (BRING TO INTERVIEW)
- STAFF CONTACT INFORMATION** (REQUIRED)
- CAMP SUNNY DAYS GOLDEN RULES** (PLEASE READ AND KEEP FOR REFERENCE)

NOTE: MANDATORY CAMP STAFF MEETING, TBA
~APPLICATIONS MUST BE RECEIVED BY MAY 1st ~

All forms should be submitted to the PV Recreation Department
located at 27 Hibernia Road, Salt Point.

Our office hours are Monday - Friday 9am - 4pm. There is a secure mailbox outside the office door for drop off afterhours. If submitting them via mail,
Town of Pleasant Valley / Attention: Recreation
1554 Main Street, Pleasant Valley, NY 12569.

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE RECREATION OFFICE.



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CIT – Counselor In Training Application

**This application should be filled out by the applicant.
Please provide a minimum of two letters of recommendation from leaders in the
community along with the completed application form by May 1st.**

PLEASE READ:

Thank you for your interest in the CIT (Counselor In Training) Program in The Town of Pleasant Valley. This program is a youth skills-leadership development program for teens who are 15 years old, and participation is on a volunteer basis. This is not a paid position. There will be a CIT performance evaluation, which will enable the CIT participant to use their experience on a job application in the future. Participation as a CIT in the program is not a guarantee for future employment as a Counselor.

CIT Evaluations will be taken into consideration, as part of the interview process to fill open Counselor positions in the future, if an application is submitted for a Counselor Job.

PLEASE PRINT CLEARLY:

Date: _____

Name: _____ Age: _____ Date of Birth: _____

Street Address: _____

Town / State / Zip: _____

Cell #: _____ Email Address: _____

School Currently Attending: _____ Grade: _____

Please indicate any Physical Limitations / Medical Conditions we need to be aware of: _____

Name of Parent / Guardian: _____ Phone: _____

Emergency Contact Name: _____ Emergency Contact #: _____

WORK EXPERIENCE:

Please list any work experience (Baby-sitting, Volunteer Work, Odd Jobs, etc.):

Name of Business or Individual	Supervisor	Dates of Employment
Job Duties (Type of Work Done)		



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WORK EXPERIENCE: (Continued)

Name of Business or Individual	Supervisor	Dates of Employment
Job Duties (Type of Work Done)		

GENERAL INFORMATION:

Please list special skills (Arts & Crafts, First Aid, Sports, etc.): _____

Please list Hobbies, Sports Teams, etc.: _____

Why do you want to be a Jr CIT? (Please be specific): _____

PARENTAL CONSENT:

I hereby give my permission for my child, _____, to participate in the Pleasant Valley Summer Program as a CIT (Counselor In Training). Further, I authorize the Town of Pleasant Valley Summer Program to provide emergency treatment of an injury to or an illness of my child if qualified medical personnel consider the treatment necessary and perform the treatment.

**This authorization is granted, only if I can NOT be reached, and a reasonable effort has been made to do so.*

SIGNATURE Of Parent / Guardian: _____ Date: _____

AFFIRMATION:

I affirm that the statements made on this application and any attached papers or documents are true. Furthermore, I understand that participating as a CIT in the Summer Program is a Volunteer Position and no guarantee of future employment as a Counselor.

SIGNATURE Of Applicant: _____ Date: _____



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CIT – Counselor In Training ~ Job Description

PLEASE READ:

- Be a good role model for campers and fellow CIT's.
- Show respect towards Program Staff, Counselors, fellow CIT's, Parents and Campers.
- Have a good attitude every day. Wear a smile!
- Eagerly participate in all program areas.
- Follow through with all assigned tasks.
- Attend all CIT workshops.
- Must be 15 years old.
- Treat this as your job, make every effort to attend every day; notify Camp Director if unable to attend Camp.

List of Possible Assigned Tasks:

- Assist with program set-up
- Fill water cooler
- Greet young campers and bring them to their group
- Assist in any assigned group
- Distribute equipment
- Assist in any program area
- Help prepare for activities
- Assist with program clean-up
- Other duties as assigned

And More!!

I have read and understand the responsibilities of being a CIT. I will make every effort to perform my duties correctly and with a good attitude. I know I can ask the Camp Director for any assistance or clarification of these duties if needed.

SIGNATURE OF C.I.T. _____ Date: _____



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CONTACT INFORMATION PLEASE PRINT CLEARLY

Name: _____ DOB: _____

Address: _____

Home #: _____ Cell #: _____

Email Address: _____

Staff T-Shirt (Size) _____

EMERGENCY CONTACT:

Please provide us with CURRENT telephone numbers for someone other than yourself as a backup if we are not able to reach you, should an emergency arise.

Name _____

Phone # _____

Phone # _____

Preferred Hospital: _____

Doctor: _____

Doctor's # _____

Allergies:

Any other Medical Information you feel we should be aware of:



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Choose a camp activity from UltimateCampResource.Com or from your own camp experience that you would like to share with your campers.

- 1 Choose age group by grade (can cover more than 1 grade)
- 2 Activity Title
- 3 Materials Needed
- 4 Instructions on how to play

For Example:

Activity Title

Drip Drip Splash

Age Group

Grades 1 – 3

Materials Needed

Cup of water

Instructions

Great for a hot day. Played the same as Duck-duck-goose, but instead of touching the heads of those not picked they have a little bit of water from a cup dropped on their head. The person picked gets the rest of the cup poured on their head.

www.ultimatecampresource.com



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CAMP SUNNY DAYS GOLDEN RULES

1. Our campers are THE most important people in our camp.
2. Our campers are not dependent on our camp; they ARE the purpose of it.
3. Campers are NOT interruptions of our work; they ARE the purpose of it.
4. Our campers do us a favor when they ask for help, we are NOT doing them a favor by serving them.
5. Our campers are part of the camp; they are not "outsiders".
6. Our campers are not cold statistics, they are flesh and blood human beings with feelings and emotions like our own.
7. Our campers are not people with whom to argue or match wits.
8. Our campers are people who bring us their wants; it is our job to fill those wants.
9. Our campers are deserving of the most courteous and attentive treatment we can give them, nothing less is acceptable.
10. Campers are the lifeblood of this camp; THEY ARE the reason we have a job.

"Those who bring sunshine into the lives of others, cannot keep it from themselves."

~James Barrie