Outdoor Education
Counselor In Training Program

Young adults ready to take a leadership role are encouraged to apply for the Counselor in Training (CIT) program. CITs work alongside camp counselors where they teach campers, play games, hike, fish, canoe, and more.

AGES 13 – 17 (must have completed 7th Grade)

The CIT program runs for 10 weeks during the summer at Indian Village, Camp Terra, Camp Terra Preschool, and Camp Walnut. CITs pay $20 to participate, which covers the cost of two CIT shirts and an event at the end of the summer. Scholarships are available through the Outdoor Education Community Recreation Council. CIT opportunities are also available throughout the year. Please call for details.

Mail applications to:
Casey Smith
CIT Application
3200 Indian Village Road
Columbus, OH 43221

Application Process

Fill out an application and return it to Indian Village by April 10, 2015. New applications will be entered into a lottery. Spaces are limited with preference given to returning CITs. Preference will also be given to applicants who are able to volunteer at least three weeks.

Application is on the following pages.

Questions? Call 614.645.3380 or email OutdoorEducation@columbus.gov

COLUMBUS RECREATION AND PARKS DEPARTMENT
JOB DESCRIPTION

THE CITY OF COLUMBUS
MICHAEL B. COLEMAN, MAYOR
RECREATION AND PARKS DEPARTMENT

Position: Counselor in Training (CIT)
Program: Outdoor Education Summer Camps – Indian Village, Camp Terra/Camp Terra Pre-School, Camp Walnut
Program Hours: Monday – Friday 8:30 AM – 4:30 PM

SUMMARY OF RESPONSIBILITES:

Assist the camp director and counselors in coordinating and organizing recreational activities for youth ages 4-12. For a cost of $20, CITs get two shirts and an event at the end of the year. This is a volunteer position, however if we feel you are not performing up to expectations we reserve the right to dismiss you. Preference will be given to returning CITs and volunteers who can attend at least three weeks.

DUTIES:

Assist youth in arts and crafts, games, sports, and outdoor activities. Help ensure the safety of program participants at all times. Assist in maintaining organization of site by completing tasks assigned. Follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties. Take the initiative to assist site staff in daily duties. Maintain a thorough knowledge of all policies and procedures; make sure policies and procedures are followed at all times. Assist in the supervision of youth while on excursions. Maintain positive environment for program participants. Strive to be a role model for program participants. Perform other duties as assigned.

WORK ENIVIRONMENT:

Works primarily in an outdoor park facility, both indoors and outdoors, in varying types of weather and locations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

CITs must have a desire to work with youth and to interact in a positive manner with all ages and backgrounds of children. This position requires a desire to develop leadership skills, problem solving abilities and decision making skills. CITs must have the ability to motivate self, peers, and youth in an enthusiastic manner. CITs must be reliable, honest, creative, and willing to follow through on all assigned tasks. Must be able to work Monday through Friday of all assigned weeks.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Must be between 13-17 years of age and have completed 7th grade. Experience working with youth in areas such as baby-sitting, scouts, church groups, sports or any other volunteer work is preferred. Qualified applicants must possess a clean and professional appearance and attitude and be comfortable working with the public.

Dates of Camp:

Session 1	June 8-12	Session 5	July 6-10	Session 9	August 3-7
Session 2	June 15-19	Session 6	July 13-17	Session 10	August 10-14
Session 3	June 22-26	Session 7	July 20-24		
Session 4	June 29-July 2 (no camp July 3)	Session 8	July 27-31		

COUNSELOR-IN-TRAINING APPLICATION

This program is offered through the Columbus Recreation and Parks Department, Outdoor Education Section to 13-17 year old students who have completed 7th grade to help them develop leadership skills. CITs will work directly with our summer camp staff and campers.

Applications must be received by Friday, April 10, 2015. No applications will be accepted after the deadline. Returning CITs in good standing will be automatically accepted as a CIT. Returning CITs not in good standing will need to set up a time to interview with the camp director in order to be considered for a CIT position. New applications will be entered into a lottery. In the week following the deadline, new CIT applications will be randomly chosen until all CIT spaces are filled. Then, all CITs will be notified as to which weeks they were accepted for and given orientation information. Please allow up to two weeks for acceptance information to be sent.

(Please print all information clearly or type your answers into the form)

Name:

Last **First**

Date of Birth: **Current Age:** **Female/Male**:

School: **Current Grade:**

Mailing Address:

Home Phone:

Parent/Guardian Name(s):	**Phone(s):**
Parent/Guardian Name(s):	**Phone(s):**

(At least one email address is required or your application will not be considered.)
CIT Email:

Parent Email:

Please answer the following questions to the best of your ability

1. Please check the following boxes if they apply to you:

☐ Previous Indian Village CIT ☐ Previous Camp Terra CIT
☐ Previous Camp Walnut CIT ☐ Previous Indian Village, Camp Terra, or Camp Walnut Camper

2. I enjoy participating in the following activities:

☐ Hiking ☐ Caring for Animals ☐ Playing Sports
☐ Swimming ☐ Fishing ☐ Music
☐ Canoeing/Kayaking ☐ Science Projects ☐ Archery
☐ Group Games ☐ Art (drawing, painting, etc) ☐ Exploring Nature

3. I prefer to work with the following age group(s):

☐ 4 and 5 year olds ☐ 6 and 7 year olds ☐ 8 and 9 year olds
☐ 10, 11, and 12 year olds

RETURNING CITS NEED NOT FILL OUT QUESTIONS 4, 5, AND 6, OR PROVIDE REFERENCES.

4. How would you benefit from being a CIT?

5. What experience do you have working with children?

6. In your own words, describe the duties of a CIT.

Please list two references, which we could contact to let us know why we should make you a CIT:
(Good references include: teachers, youth group advisors, scout leaders, etc. No relatives please)

1. Name:	Relationship:	Phone:
2. Name:	Relationship:	Phone:

Please check off the camp and dates you would like to work. Remember, preference will be given to those individuals who can volunteer for at least 3 weeks of camp. You may chose multiple camps, however if you prefer one camp over the other, please let us know. Thanks!

	Indian Village	**Camp Terra**	**Camp Walnut**
Session 1 (June 8-12)	☐	☐	☐
Session 2 (June 15-19)	☐	☐	☐
Session 3 (June 22-26)	☐	☐	☐
Session 4 (June 29-July 2)	☐	☐	☐
Session 5 (July 6-10)	☐	☐	☐
Session 6 (July 13-17)	☐	☐	☐
Session 7 (July 20-24)	☐	☐	☐
Session 8 (July 27-31)	☐	☐	☐
Session 9 (August 3-7)	☐	☐	☐
Session 10 (August 10-14)	☐	☐	☐

Mail or Email the application to the following:

Outdoor Education CIT
Attn: Casey Smith
3200 Indian Village Road
Columbus, OH 43221

OR

email: OutdoorEducation@columbus.gov
Subject: Outdoor Education CIT
Format: PDF only accepted, please no JPEGs

CIT AGREEMENT FORM

I,_____ agree to serve, if selected, as a volunteer Counselor-in-Training with the Columbus Recreation and Parks, Outdoor Education Section during the summer of 2015. I will comply with all the following conditions and requirements:

1. I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the Columbus Recreation and Parks Department.

2. I agree to attend camp punctually each day. In the event of illness or an emergency, I will call the Camp Director as soon as possible to notify him/her of my absence.

3. It is understood that since I am not an employee, I am not entitled to City of Columbus health insurance, worker's compensation programs, or any other benefit given an employee of the City of Columbus.

4. I have read and understand the Counselor in Training Job Description and agree to perform the duties listed to the best of my ability.

5. If my work performance or behavior is in any way deemed unacceptable by the Camp Director, I understand that I may be terminated immediately.

I understand that completion of the application process for the Counselor-in-Training position does not guarantee acceptance in the program.

_____

Counselor-in-Training Applicant's Signature Date

_____

Parent's Signature Date

Indian Village Outdoor Education Center
Columbus Recreation and Parks
3200 Indian Village Road
Columbus, OH 43221