



Dear Applicant,

Thank you for your interest in Camp Fairfax Counselor in Training program. Enclosed with this letter are the program overview, and application. Space in our CIT program is limited so it is imperative that you are **12 – 15 years old** (please don't apply if you are younger or older), and that you submit your application by the **deadline of June 14, 2019**. We will not accept applications after this date.

The Counselor in Training program offers unique opportunities for developing personal and professional skills while encouraging you to enjoy the natural beauty and wonder of our sweet town. The program is designed to help create a scaffolding of ages from our community whereby young campers can connect and collaborate with older counselors in training. It is important that CIT demonstrate positive role modeling, leadership, communication and exemplary understanding of the supervision of children in a camp setting.

Our **CIT program is for 12 – 15 year olds**—middle school and early high school students. **The program has mandatory training days on July 25 and 26 of 2019.**

After our staff reviews applications, you will be notified to come in for an interview. Interviews are planned for week of July 8, 2019 this year. CIT's accepted into our program will get a weekly stipend based on our budget. It usually is 50.00/week for your service.

If you have any questions, please do not hesitate to contact us at www.fairfaxrec.com

Sincerely,

Anne Mannes

Recreation and Community Services Manager – Programs
Town of Fairfax
142 Bolinas Rd.
Fairfax, CA 94930
amannes@townoffairfax.org

Counselor in Training Behavioral Guidelines

Our Counselor in Training are valued members of our Camp Fairfax season. CIT's are representatives of the Town of Fairfax. As a CIT, you will be expected to uphold our highest standards of behavior.

COUNSELORS IN TRAINING WILL:

- **Be Prepared:** pay attention during the training days so you know the flow of camp and the details of what is expected of you. Ask questions if you aren't sure about something.
- **Be Friendly:** make friends with other CITs, the counselors and campers. Having positive attitude at camp is very important!
- **Be Responsible:** show up on time and stay on site for the full day of camp. Follow the camp's rules and do what is asked of you by your counselor. Understand your responsibilities and embrace them!
- **Be a Leader:** you are a role model for the campers so make sure you model good behavior. Do listen to your counselor and participate in activities. Do not use inappropriate language or behavior.
- **Be Enthusiastic:** your active participation in camp is important! Show the campers that participation does not have to be perfect; camp participation is about learning, growing as a person and having fun with others!
- **Be Caring:** Learn your campers' names. If a camper is having a bad day, listen to their needs and try to cheer them up! If someone gets hurt, tend to them and get help if needed.
- **Be Communicative:** good communication with your counselor is key to your team's success. Make sure you keep engaged with your campers and relay anything that may be a problem to your counselor. Give feedback to your counselor about what worked well and didn't work that day.
- **LEAVE THEIR CELL PHONES IN A BASKET DURING THEIR WORKING SHIFT**

COUNSELORS IN TRAINING ALSO NEED TO...

- Know your personal boundaries and be able to enforce campers' understanding of personal boundaries. You are a role model and an example of good behavior to campers.
- Always travel in groups of three's and never be alone with a camper. If a camper forgot something and needs to retrieve it, take another CIT or counselor with you. Do not go into the private bathroom or bathroom stall with a camper. If an accident has occurred, and the camper has asked for help, only a counselor of the same gender can help the camper.

- You are responsible for reporting any suspicious behavior. Tell the Director immediately if someone or something seems very unusual or alarming. If a child tells you that violence is happening at home, you are mandated to report it to the Director and Child Protective Services (CPS).

Any Counselor in Training who exhibit any of the following behaviors will be promptly excused from the camp.

- Violent acts against other campers, staff, parents or themselves.
- Theft or vandalism.
- Possession of alcohol, narcotics or dangerous drugs.
- Possession of a weapon.
- Overt sexual behavior towards campers, staff or parents.
- Unsupervised activities involving fire, including smoking.
- Use of foul language or gestures.
- Bullying of other campers, C.I.T's or staff will not be tolerated.

C.I.T Signature and Date:

Parent Signature and Date:

PLEASE READ AND BE FAMILIAR WITH THESE BEHAVIORAL GUIDELINES.



CAMP FAIRFAX

COUNSELOR IN TRAINING (CIT) APPLICATION

Name: _____ Date of Birth: _____

Grade in September 2019 _____ Email: _____

Address: _____
Number and Street

City State Zip

Phone: () _____ Years at Camp Fairfax: _____

School now attending: _____

Emergency Contact #1: _____ Name & Relation
Cell Phone: _____ EMERGENCY
Work/Home Phone: _____ EMERGENCY
Email Address: _____
Emergency Contact #2: _____ Name & Relation
Cell Phone: _____ EMERGENCY
Work/Home Phone: _____ EMERGENCY
Email Address: _____

Extracurricular activities (school related or non school related):

Work and volunteer experience:

Please check all activities in which you can assist in teaching:

- | | | | |
|-------|-------------------|-------|---------------|
| _____ | Active Games | _____ | Cooking |
| _____ | Arts and Crafts | _____ | Hiking |
| _____ | Sports | _____ | Tie Dye |
| _____ | Photography | _____ | Storytelling |
| _____ | Board Games | _____ | Music/Singing |
| _____ | Nature Activities | _____ | Group Games |

SESSION AVAILABILITY

Camp Fairfax

Age 5-10

Monday through Friday 10 am. to 4 pm

You will need to be here from 9:45 am to 4:15 pm.

Each session is one week long. You must be available to volunteer everyday during the sessions you check.

EXTENDED CARE

Before Care is available from 8:00 am to 10:00 am

After Care is available from 4:00 pm to 6:00 pm

As a CIT you may volunteer during before or after care during the sessions that you are volunteering for.

Please put a check next to the sessions, camps & extended care that you are interested in volunteering in.

I am available and would like to be a CIT the following sessions:

_____	Session 1	July 29-Aug 2	Extended Care	___ am ___ pm
_____	Session 2	August 5-9	Extended Care	___ am ___ pm
_____	Session 3	August 12-16	Extended Care	___ am ___ pm

Application Questions:

Please answer the following questions in your own handwriting and use an additional piece of paper if you need more space to write.

1. What is a Counselor in Training (CIT) and what does a CIT do?

2. What do you hope to gain from being a CIT? _____

1. Describe any leadership roles you have held through club, school, church, etc. Include leadership programs or classes.

3. Describe yourself in 100 words or less.

If you are a returning CIT applicant, please answer the following:

1. What did you learn from last year's CIT program that will help you this year?

2. Describe any personal or professional growth you've had a result of the CIT program.

I, the undersigned, agree to indemnify and hold harmless the Town of Fairfax, Fairfax Recreation Dept. and its officers, contractors and employees, and any community organization co-sponsoring the program, from and against any and all liability for any injury which may be suffered by me or my child arising out of or in any way connected with participation in the program(s) named above. In case of emergency, my child may be treated by a qualified physician.

Release of photographs: The undersigned understands and agrees that photos may be taken during recreation programs and the undersigned hereby gives permission to have his/her photo taken and authorized the use and reproduction of said photos by Town of San Anselmo. All negatives and prints shall become the sole property of the Town of San Anselmo. If participant is under 18, his/her legal guardian hereby authorizes the use of the photos as stated above. **MANDATORY ARBITRATION OF CLAIMS AGAINST THE TOWN.** It is hereby expressly understood an agreed to by the undersigned that any claim asserted against the Town by the undersigned participant, either on behalf of him/her or on behalf of another person, on account of bodily injury, mental disturbance, death or property damage, sustained as a result of, or for any reason connected to the use of Town property, facilities or programs or acts or omissions of Town employees or volunteers pursuant to this registration, will be resolved by submission to arbitration as provided by California law, and not by a lawsuit or resort to court process except as California law provides for judicial review of arbitration proceedings. It is agreed that all claim submission, requirements, procedures, and deadlines and all immunities established by the Government Code or other provision of law will apply, but that the undersigned waives all rights to file a lawsuit and agrees, in lieu thereof, to resolving all claims and disputes through the arbitration process. The Town and the undersigned, by execution of this document, are giving up their constitutional right to have any such dispute decided in a court of law and before a judge or jury and instead are accepting the use of arbitration.

Signature of CIT Applicant

Please print full name clearly

Signature of legal guardian

Please print full name clearly

**Please keep the guidelines and mail the application portion to:
Fairfax Recreation 142 Bolinas Road, Fairfax, CA 94930**