



Ann Arbor YMCA DAY CAMP

Counselor-In-Training Application – 2017

April, 2017

Dear CIT Applicant and Parent,

Thank you for your interest in Ann Arbor YMCA Day Camp Counselor-in-Training (CIT) Program. The purpose of this letter and information is to help both the applicant and the parent understand more about the logistics and expectations of the CIT program offered by the Ann Arbor Y.

Eligibility

- Must be entering grades 10, 11 or 12 in fall 2017
- Be available and present for all session dates
- Complete application and submit by deadline
- Provide 2 letters of recommendation from someone other than a family member
- Ability to complete pre-work prior to session start date

CIT Program Schedule

The CIT program is a two-week program and is offered twice throughout the summer coinciding with other camp sessions.

Week 1: CIT TRAINING

- Introductions to Ann Arbor Y Day Camps
- Philosophy and values of the Y
- Positive youth development
- Leadership, skill and character development
- CPR/First Aid certification
- Experiential learning opportunities

Training will take place at the Ann Arbor YMCA, located at 400 W. Washington, Ann Arbor, MI, 48103.

Week 2:

- Site placements – Putting what you learn into action

CITs will be placed at a designated day camp location upon request (Camp Birkett, Ypsilanti Day Camps, or Downtown Ann Arbor Y Camps) and assigned a counterpart (Day Camp Staff personnel).

CIT Sessions 2&3: Week of June 26 – 30 & July 3 – 7 (camp does not meet on July 4)

CIT Sessions 7&8: Week of July 31 – August 4 & August 7 – 11

Are you ready to be a CIT? Applicants should ask themselves the following questions:

- Do I have a sincere desire to work with children?
- Would I like the opportunity to develop and improve my leadership ability?
- Do I enjoy learning in a hands-on environment?
- Is an out-of-doors work experience right for me?
- Am I ready to become a role model for younger children?
- Can I handle the responsibility of being a camp counselor?
- Am I ready to put campers' needs ahead of my own?
- Am I ready to create camp magic?
- Do I work well with others in various environments?

If the applicant answered yes to the above questions, then the CIT program may be an opportunity to gain valuable experience in a fun-filled environment.

CIT Program Information

The CIT Program offers countless opportunities to interact with children, lead activities, learn from day camp staff, and participate in camp programs. CITs fulfill many different roles at Ann Arbor YMCA Day Camps. CITs must have a sincere desire to work with children, a wish to give back to the camp community, a strong work ethic, lots of energy and creativity, a positive attitude and the ability to put children's needs ahead of their own.

Training

The objective of the CIT program is to equip participants with the resources necessary to be positive youth developers and to prepare for a future working in or out of the camp setting. This is done through hands-on experiences, guidance from staff members and, of course, on-site workshops. Trainings will take place the first week of the program, where then CITs will be placed into a camp for the second week. After the two-week session has been completed successfully, the CIT is welcome to assist for remaining weeks of the summer with approval of Camp Director and Teen and Volunteer Director. All detailed information with training site and time will be communicated via email.

Working at Camp

CITs will be expected to assist Day Camp Staff in a variety of different ways. All Staff will be familiar with the roles and tasks expected from CITs. During your time as a CIT you will be asked to perform a variety of job tasks designed to expose you to the daily responsibilities of a camp counselor. As a volunteer you are agreeing to be taken through these activities and are expected to participate. Primary responsibilities could include, but are not limited to:

- Participating in all CIT trainings and activities
- Assist in a variety of camp staff duties that could include, but are not limited to:
 - Plan, set up, implement, and clean up activities
 - Supervise campers during camp sessions
 - Participate and/or lead in games and activities
 - Help staff by keeping campers energized and happy

* Please note that CIT assignments may include off-site camps such as Camp Birkett, Ann Arbor Y Downtown location, or Ypsilanti Day Camp. CITs do have the opportunity to request which location to serve.

Behavior Expectations

It is expected that all CITs have been chosen because of their sincere desire to work with children and to learn more about being a counselor. Therefore, any behavior that would contradict that expectation will not be tolerated. CIT's that display poor behavior or a lack of desire to participate in program activities will be asked to leave the program.

These behaviors could include but are not limited to:

- Apathy towards or disruption to CIT activities and/or trainings
- Disruption to camp activities
- Any behavior deemed unsafe for campers or staff
- Constant tardiness or absence

Challenges of the CIT Program

The CIT program is challenging for young people on many levels. First, it takes a large amount of energy to complete all the daily tasks and responsibilities of a CIT while maintaining a positive attitude. Second, it is a transition time. Participants are no longer campers and must be willing to be a constant role model, placing the campers' needs in front of their own. Finally, CIT program participants often become future staff members. While this is a positive and exciting aspect of the program, it often leads to the CIT program becoming competitive. We want every participant to have a positive experience at Ann Arbor YMCA Day Camps; therefore, we challenge each CIT to push their selves to achieve personal goals in their work with children rather than focusing on a competitive edge for future hiring.

Application Process

CIT applications and reference forms must be completed and returned to the Teen and Volunteer Director, by June 1, 2017. Applicants will be contacted upon submission of application and notified of acceptance. Acceptance is based on eligibility, application, follow up phone conversation and possible interview with Teen and Volunteer Director. Applications will be processed in the order they are received, space is limited. Please plan your summer accordingly. In addition to the application, the applicant needs to have two references return the Confidential Reference Form to the Ann Arbor YMCA by the June 1st deadline. We do not recommend references from family members.

Communication regarding the application process and the program should be between the applicant and the Teen and Volunteer Director. The most successful applicants treat the application and hiring process just like any job application. Applicants are encouraged to take responsibility for the application process and to use effective communication skills for questions and/or inquiries. Parents are asked to support their child's desire to participate in the CIT program, encourage professional experience, and cultivate independence by allowing their teens to take full responsibility for their CIT application.

Our goals are that all applicants to the Counselor-In-Training program gain valuable experience in the job application and interview process and that all our CITs gain skills that are applicable not only to being a camp counselor but to other aspects of their lives.

To the applicant: Thank you for applying to be a Counselor-In-Training, and please do not hesitate to call or e-mail me if you have any questions. I look forward to hearing from you!

Sincerely,

Abigael Davis
Teen and Volunteer Director
Ann Arbor YMCA
(734) 661-8012
adavis@annarborymca.org



Ann Arbor YMCA Day Camps
Counselor-In-Training Application
DUE JUNE 1, 2017

Full Name: _____ Date of Birth: _____

Preferred Phone Number: (____) _____

Address: _____

City _____ State _____ Zip _____

Email Address: _____

**you will be contacted via email, please make sure to check this regularly once you have submitted an application.*

Parent Email Address: _____

School: _____ Grade Entering in Fall 2017: _____

Extracurricular Activities: _____

Were you a camper with Ann Arbor YMCA Day Camps? ____ If so, when? _____

Have you ever participated in the Ann Arbor YMCA Day Camps LIT program? ____ Yes ____ No

Other camps you have attended: _____

Certifications that will be current throughout the summer (first aid, CPR, lifeguarding, etc.):

Preference of Session

Please indicate which CIT session (A or B) you are available to attend. Please examine your schedule carefully before filling out this section, as CITs must be available for all dates of session. It can be expected that CITs meet from 8:30 a.m. – 4:30 p.m., Monday – Friday, schedule varies by camp. Detailed information provided upon acceptance.

- _____ CIT SESSION A Camp Sessions 2 & 3 Week of June 26 – 30 and July 3 – 7 (no camp on July 4)
- _____ CIT SESSION B Camp Sessions 7 & 8 Week of July 31 – August 4 and August 7 – 11

Site Preference

Please indicate which location you plan on serving for your second week of the CIT program. Ann Arbor Y Day Camps are offered in three (3) general locations in Washtenaw County. CITs can select more than one site preference. Please pay close attention to transportation.

_____ ***Downtown Ann Arbor Y Day Camps***

The Ann Arbor Y Downtown location is host to a wide variety of full day and half day camps for youth, ages 5 – 16. Camps range from your traditional day camp to sports, and specialty (dance, theater, cooking, science, and more. All camps meet the Ann Arbor Y and may be transported to various locations throughout the Ann Arbor area.

_____ ***Camp Birkett***

Camp Birkett, located on Silver Lake in Pinkney, MI, offers campers, ages 5 – 12 a true outdoor experience. Campers participate in traditional camp activities each week, including canoeing, swimming, arts and crafts, sports, nature exploration, and archery. Each week-long session also has a unique theme to provide a creative spin on camp activities and create lasting memories. Transportation to and from Camp Birkett is provided for CITs. Meeting location is at Eberwhite School. Bus departs at 8:15 a.m. and returns by 5:15 p.m.

_____ ***Ypsilanti Day Camps***

Ypsilanti Day Camps offer opportunities for families in East Washtenaw County to participate in full-day and half-day camps for youth ages 5 – 16. Camps range from traditional day camps to sports and specialty camps and utilize space from community partners. Ypsilanti Day Camp's main location site is Ypsilanti Community High School, with two (2) other locations, Eastern Michigan University and McKinley apartment complex.

Short Answer Questions

Please respond to the following questions to the best of your ability:

1. What interests you in participating in the CIT program with Ann Arbor YMCA Day Camps?
2. Why is participating in the CIT program important to you?
3. What character strengths do you think you have that makes you qualified to serve in a day camp setting?
4. The mission of the Ann Arbor Y is to put our four core values of caring, honest, respect and responsibility into action through facilities and programs that build healthy spirit, mind and body for all. Describe a time in which you've represented the Y's core values.
5. What are some ways that you use listening and verbal skills to effectively communicate with others?
6. Describe your previous volunteer experiences and the impact it had on you.
7. Describe a time you felt a true sense of accomplishment, what it was, how it made you feel, who else was involved and what their role was.
8. What does *inclusion* mean to you? Describe a time in which you felt included and a time in which you made someone else feel included.
9. What do you think would be the greatest challenge for you as a CIT?
10. Rate your energy level on a scale from 1-10 (10 being the highest). Explain.

Applicant Agreement

I have read and understand the Counselor-In-Training application letter and understand that I am applying to work with Ann Arbor YMCA Day Camps as a volunteer. I understand what is expected out of me and have agreed to the behavior expectations. I understand this is a competitive application process and not all applicants will receive a position. I understand volunteering as a CIT at Ann Arbor YMCA Day Camps does not guarantee future employment with the Ann Arbor YMCA.

Applicant Signature: _____

Parent Agreement

I have read and understand the Counselor-In-Training application letter and understand my child is applying to work with Ann Arbor YMCA Day Camps as a volunteer. I agree to have my child apply to Ann Arbor YMCA Day Camps and possibly participate in an interview. I understand this is a competitive application process and not all applicants will receive a position. I understand volunteering as a CIT at Ann Arbor YMCA Day Camps does not guarantee future employment with the Ann Arbor YMCA.

Parent Signature: _____



Ann Arbor YMCA Day Camp

Summer Day Camp CIT Confidential Reference

_____ is being considered for a position at Ann Arbor YMCA Day Camps, a children's summer camp. We seek highly-qualified staff/volunteer members to be leaders for and companions of our campers. Your thoughtful and confidential comments will be deeply appreciated. Please respond as soon as possible as we cannot complete the process without your reply. Thank you.

SECTION 1: Character Traits

	Always	Sometimes	Never		
The applicant shows integrity	1	2	3	4	5
The applicant is caring	1	2	3	4	5
The applicant demonstrates patience	1	2	3	4	5
The applicant is respectful	1	2	3	4	5
The applicant is responsible	1	2	3	4	5
The applicant is a positive role model	1	2	3	4	5
The applicant finishes tasks	1	2	3	4	5
The applicant is energetic	1	2	3	4	5
The applicant shows emotional maturity	1	2	3	4	5
The applicant seeks & applies feedback	1	2	3	4	5
The applicant strives to improve	1	2	3	4	5
The applicant respects rules	1	2	3	4	5
The applicant is a problem-solver	1	2	3	4	5
The applicant shows leadership	1	2	3	4	5
The applicant relates well to others	1	2	3	4	5
The applicant is a good team member	1	2	3	4	5
The applicant has a positive attitude	1	2	3	4	5
The applicant shows creativity	1	2	3	4	5

Comments on Section 1:

SECTION 2: Free Response

1. If you are/were a parent, would you leave your child in the applicant's care in a camp setting:

Yes No

Comments:

2. Describe the applicant's willingness to take initiative, level of motivation, and ability to actively engage.

3. What character strengths does the applicant possess that qualifies them to work with youth in a day camp setting?
4. How do you think this applicant will function in working in a camp environment with children ages 5 – 12?

Additional Comments:

SECTION 3: Your Information

Your Name: _____ Occupation/Title: _____

Relationship to the applicant: _____

How long have you known the applicant? _____

Signature: _____ Date: _____

If we have further questions, may we contact you? If yes, please include

Phone Number: _____ E-mail: _____

PLEASE COMPLETE AND SUBMIT TO:

**Abigail Davis
Teen and Volunteer Director
Ann Arbor YMCA
400 West Washington Street
Ann Arbor, MI 48103**

Fax: 734.661.8060



Ann Arbor YMCA Day Camp

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PLEASE COMPLETE AND SUBMIT TO:

**Abigail Davis
Teen and Volunteer Director
Ann Arbor YMCA
400 West Washington Street
Ann Arbor, MI 48103**

Fax: 734.661.8060