



# **Ann Arbor YMCA DAY CAMP**

## **Counselor-In-Training Application – 2018**

**Application Deadline: May 21, 2018**

March 2018

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 2018
- 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.

**CIT Session A: Week 1 (June 25 – 29) & week 2 (July 2 – 3, 5 – 6; program does not meet on July 4)**

**CIT Session B: Week 1 (July 16 – 20) & Week 2 (July 23 – 27)**

### 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).

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. Working with youth in a summer program setting takes a large amount of positive energy to complete all the daily tasks and responsibilities of a CIT while maintaining a positive attitude at all times. Secondly, CITs are expected to help make the magic of camp happen through creative and innovative inclusion efforts while putting campers' needs in front of their own. The Ann Arbor Y is looking for candidates who are willing and able to accept this challenge and who want to make an impact on young lives in our community.

### Application Process

CIT applications and reference forms must be completed and returned to the Teen and Volunteer Director, by May 1, 2018. Applications are reviewed and processed in the order they are received. Applicants should be notified within 2 weeks of submitting application with any additional information needed and/or follow up required. Acceptance is based on eligibility, application responses, 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 1<sup>st</sup> deadline. We do not recommend references from family members.

Communication regarding the application process and the CIT program should be between the applicant and the Teen and Volunteer Director. Please feel free to reach out to Abbey Davis with any questions or concerns at [adavis@annarborymca.org](mailto:adavis@annarborymca.org) or 734.661.8012. 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(s)/guardian(s) 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, job skill and leadership development, as well as applicable experience to support future endeavors.

To the applicant: Thank you for applying to be a Counselor-In-Training and making the choice to positively impact our community through youth development. As the Teen and Volunteer Director, I am here to help you reach your fullest potential by providing you with guidance necessary for to be successful. 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](mailto:adavis@annarborymca.org)



# Ann Arbor YMCA Day Camps Counselor-In-Training Application

Application Deadline: May 21, 2018

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 2018: \_\_\_\_\_

Extracurricular Activities/Special Interests: \_\_\_\_\_

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

Please list all other camp programs that you have participated and/or have previous experience in: \_\_\_\_\_

List all current certifications (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 and by week. Detailed information provided upon acceptance.

\_\_\_\_\_ CIT SESSION A      Camp Sessions 2 & 3      Week of June 25 – 29 and July 2 – 3, 5 – 6

\_\_\_\_\_ CIT SESSION B      Camp Sessions 5 & 6      Week of July 16 – 20 and July 23 – 27

## 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.

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### ***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.

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### ***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.

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### ***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.

## Authorizations

### **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.

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Applicant Signature

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Parent/Guardian 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:

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**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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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**