



*COUNTY EXECUTIVE JOHN R. LEOPOLD*

**Rick Anthony, Director**

January 2012

Dear Counselor-In-Training applicant,

Thank you for your interest in the 2012 Counselor-In-Training (CIT) Program with the Anne Arundel County Department of Recreation and Parks. Due to increased interest in the CIT program, acceptance has become more competitive. The CIT program is now offered for 3 - two week sessions in our Summer Fun Center locations and Quiet Waters Day Camp. Downs Park Day Camp is not available this summer.

CIT's are expected to be mature self starters able to work with staff supervision in a recreation program. Successful applicants will be guaranteed one session with the potential for additional sessions depending on the site or in other department volunteer programs. This program serves as an introduction to the working world and provides experience working in a youth recreation program. Once you complete ALL the requirements for the Counselor-In-Training program you will receive a letter of completion and a certificate of hours earned from the Department of Recreation and Parks. You may use this for community service hours as well as experience when you begin to interview for employment in any field. Satisfactory completion of the CIT program will guarantee an **interview** with the Department for a paid position at the age of 16.

Program fees of \$50 per session for the Summer Fun Centers (SFC) provide the CIT one shirt per session as well as field trip fees and other program costs. Parents must provide transportation to the site for the SFC CIT.

Program fees are \$100 per session for Quiet Waters Day Camp which includes bus transportation for the Day Camp as well as the shirt, field trip fees and other program costs.

**A \$25 non-refundable administration fee is required upon acceptance into the program and will be applied to the program fee with the balance due by June 10.**

Please read the attached information carefully since the scope of the program has changed. **All applications must be received by May 4, 2012** for consideration. Interviews will be scheduled as applications are received and acceptance will take place after May orientation workshop (dates, locations and times to be determined). Acceptance priority and preference is given on a first come first served basis so return your application as soon as possible.

Sincerely,

Wendy S. Scarborough  
Recreation Supervisor  
1 Harry S. Truman Parkway  
Annapolis, MD 21401

Tiffany Martin  
Volunteer Coordinator

**In order to be considered for a CIT position the applicant must:**

1. Complete (at least) the 8<sup>th</sup> grade by June of 2012 for placement in the Summer Fun Centers. Those youths who are completing the 9<sup>th</sup> grade will be eligible to request placement in the Day Camp. Youth over the age of 16 as of June 10 are not eligible for this program.
2. Complete the enclosed application and return it no later than May 4, 2012. **This is a first come first served program limited to 3 youths per SFC and 6 per day camp session. In order to assure your acceptance and site and session choice please apply early. Once your application is received, you will be contacted to complete an interview, when you will indicate the desired site & session(s).**
  - Include with the application a copy of your school ID to verify completion of grade for program requested. If you do not have a school ID, you may include the top half of a report card or a letter from your school counselor.
  - Return the two (2) reference forms. The reference forms should be completed by a teacher, neighbor, coach, etc. (family members cannot serve as a reference).
  - **Returning applicants must also obtain and submit one letter of recommendation** completed by a teacher, neighbor, coach, etc.
  - Write a short essay of application (1-2 paragraphs) describing why you want to be a CIT and what you hope to gain from the experience.
3. Attend interview, an orientation in May and all program training. May orientation times and locations TBD. There is **mandatory training** the week before camp, which will begin the CIT program and staff development. **(Please do not schedule vacations at that time.) Failure to complete this training will result in disqualification from the program.**
4. Commit to the entire 2 weeks of assigned session. CITs are required to volunteer a minimum of 5 hours per day with additional hours as scheduled with your site director.
5. Make full payment by June 10 for final processing of your application. (Limited scholarship is available. Please contact Wendy Scarborough for additional information.)

**Applications must be received by 4:30pm Friday, May 4, 2012.**



**COUNSELOR IN TRAINING  
APPLICATION INFORMATION**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_  
(Street, City and Zip Code)

School \_\_\_\_\_ Grade Completing \_\_\_\_\_

**Youth Contact Information:**

Phone \_\_\_\_\_ Email \_\_\_\_\_

Parents Name \_\_\_\_\_ Emergency Phone \_\_\_\_\_

**(Please Print all information carefully. This is your registration form)**

**Essays**

**APPLICATION ESSAY- REQUIRED**

**NEW APPLICANT:**

Please answer these questions in your essay.

Why do you want to be a CIT? What activities are you currently involved in that make you a good CIT candidate? What will your references say about you?

**RETURNING APPLICANTS:** Write a short paragraph of how you used your CIT experience this past year and what was your favorite experience from last year.

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**APPLICATION SHORT ESSAY, TWO (2) REFERENCES, AND A COPY OF YOUR SCHOOL IDENTIFICATION CARD MUST ACCOMPANY YOUR APPLICATION.**

**APPLICATION MUST BE RECEIVED BY May 4, 2012.**

**RETURN COMPLETED APPLICATION AND ALL MATERIAL TO:**

Wendy Scarborough, Recreation Supervisor  
Anne Arundel County Recreation and Parks Department  
1 Harry S Truman Parkway  
Annapolis, MD 21401

## 2012 Day Camp and Summer Activity Center Information

**A Minimum of 5 hours per day for full day programs.**

### **DATES, TIMES AND TENTATIVE LOCATIONS:**

#### ***Quiet Waters Day Camp: (Must be Completing 9<sup>th</sup> grade)***

Monday – Friday 8:30am – 4pm

Session 1                      June 18 – June 29

Session 2                      July 2 – July 13

Session 3                      July 16 – July 27

#### ***SUMMER FUN CENTERS: (Completing 8<sup>th</sup> grade)***

Monday through Friday 8am - 3:00pm

Extended hours at selected sites 3:00 pm-5:30pm

Session 1                      June 18 – June 29

Session 2                      July 2 – July 13

Session 3                      July 16 – July 27

#### **Tentative SFC Sites**

(CIT SITES MAY CHANGE DEPENDING ON AVAILABILITY DUE TO SCHOOL CONSTRUCTION)

Belvedere ES

Brooklyn Park MS

Cape St. Claire ES

Crofton Meadows ES

Crofton ES

Davidsonville ES

Fort Smallwood ES

Glendale ES

High Point ES

Jacobsville ES

Harmans-Hebron ES

Jones ES

Lake Shore ES

Lindale MS

Mayo ES

Oak Hill ES

Severn ES

South County Recreation Center

Tracey's ES

Ulmstead Beach (1/2 day program)

**\*\*\*ALL LOCATIONS SUBJECT TO CHANGE\*\***

## WHAT WILL HAPPEN AFTER I SEND MY APPLICATION?

1. You will receive a letter/receipt via email to let you know we have received your application. **Please make sure that your e-mail is easily read.**
2. You will be contacted to set up an interview.
3. You and your parent/guardian will attend one of the Orientation workshops in May.
4. You will receive a letter via email notifying you if you have been accepted to the program along with the site and session that you are assigned to.
5. Failure to attend one of the appointments will result in immediate disqualification from consideration for this program.
6. Once accepted and session verified you may go online to make full payment or mail non-refundable \$25 application fee in the form of a check or money order made payable to Anne Arundel County, along with your bus request form. Full payment will need to be made by June 10. (Limited scholarship is available. Please contact Wendy Scarborough for additional information.)
7. Completion of the Staff Training in June.
8. Once all program information is received after completion of session you will receive a letter of completion and a certificate of hours earned.



**anne arundel**  
RECREATION AND PARKS  
**COUNSELOR-IN-TRAINING PROGRAM**  
**REFERENCE FORM**

\_\_\_\_\_ is applying for a volunteer position as Counselor-In-Training (CIT) with the Anne Arundel County Department of Recreation and Parks. A CIT volunteers in our summer recreation programs with children varying from 5 to 12 years of age. Please comment briefly on each of the following:

How long have you known the applicant? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Describe their ...

Personality? \_\_\_\_\_

Punctuality? \_\_\_\_\_

Initiative? \_\_\_\_\_

Attitude? \_\_\_\_\_

Quality of work? \_\_\_\_\_

Special Skills & Interests? \_\_\_\_\_

Recommend? \_\_\_\_\_

If no, explain why? \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to the applicant in a sealed envelope.**

**Thank you for your time!**



**anne arundel**  
RECREATION AND PARKS  
**COUNSELOR-IN-TRAINING PROGRAM**  
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Special Skills & Interests? \_\_\_\_\_

Recommend? \_\_\_\_\_

If no, explain why? \_\_\_\_\_

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to the applicant in a sealed envelope.**

**Thank you for your time!**