



# Fairfax County Park Authority C.I.T. Information



Dear Counselor-in-Training (C.I.T.) Applicant:

We are pleased you have expressed an interest in our C.I.T. program which is designed for teens, **14 years of age or older**, who want to further develop their leadership and communication skills as well as gain experience in planning and instructing activities for young children.

**Acceptance into this program is based on an application and interview process.**

Selected C.I.T.s will be assigned to a counselor and a group of children and be given a list of tasks to complete during the camp session. To be considered for an interview for the summer C.I.T. program, you must first complete the attached application and submit it to the camp program director at the location you are interested in. Please note spaces are limited, so check with the program director before submitting your application. Locations and contact names are listed below.

**Selected applicants** must commit to at least one week, but may be assigned to additional weeks based on availability and need. There is a \$135 non-refundable fee for this program. It is important for selected C.I.T.s to attend the Leadership Training on Saturday, June 25, 2016 from 10am-noon (location TBA. CIT Handbooks and shirts will be distributed at this training.

Camp Location & Phone #	Location Address	Camp Programmer & Email
Audrey Moore REC 703-321-7081	8100 Braddock Rd. Anandale, VA 22003	Paige Tucker <a href="mailto:Paige.Tucker@fairfaxcounty.gov">Paige.Tucker@fairfaxcounty.gov</a>
Cub Run RECenter 703-817-9407	4630 Stonecroft Blvd. Chantilly, VA 20151	Natalie Sandelli <a href="mailto:Natalie.Sandelli@fairfaxcounty.gov">Natalie.Sandelli@fairfaxcounty.gov</a>
Frying Pan Park 703-437-9101	2709 West Ox Road Herndon, VA 20171	Program Director
Green Spring Gardens 703-642-5173	4603 Green Spring Rd Alexandria, VA 22312	Program Director
Lake Accotink Park 703-324-9151	7500 Accotink Park Rd Springfield, VA 22150	Mike Richards <a href="mailto:Michael.Richards@fairfaxcounty.gov">Michael.Richards@fairfaxcounty.gov</a>
LeeDistrict RECenter 703-922-9841	6601 Telegraph Rd. Franconia, VA 22310	Dawn Stoffelen <a href="mailto:Dawn.Stofflen@fairfaxcounty.gov">Dawn.Stofflen@fairfaxcounty.gov</a>
Mt. Vernon RECenter 703-768-3224	2017 Belle View Blvd. Alexandria, VA 22307	Program Director
Oak Marr RECenter 703-281-6501	3200 Jermantown Rd. Oakton, VA 22124	Kathy Cahill <a href="mailto:Kathleen.Cahill@fairfaxcounty.gov">Kathleen.Cahill@fairfaxcounty.gov</a>
Providence RECenter 703-698-1351	7525 Marc Dr. Falls Church, VA 22042	Leeanne Russell <a href="mailto:Leeanne.Russell@fairfaxcounty.gov">Leeanne.Russell@fairfaxcounty.gov</a>
Riverbend Park 703-759-9018	8700 Potomac Hills St. Great Falls, VA 22066	Rita Peralta <a href="mailto:Rita.Peralta@fairfaxcounty.gov">Rita.Peralta@fairfaxcounty.gov</a>
South Run RECenter 703-866-0566	7550 Reservation Dr. Springfield, VA 22153	Deanna Miller <a href="mailto:Deanna.Miller@fairfaxcounty.gov">Deanna.Miller@fairfaxcounty.gov</a>
Spring Hill RECenter 703-827-0989	1239 Spring Hill Rd. McLean, VA 22102	Alex Barnard <a href="mailto:Alexander.Barnard@fairfaxcounty.gov">Alexander.Barnard@fairfaxcounty.gov</a>



# Fairfax County Park Authority C.I.T. Application



Name: \_\_\_\_\_  
Last First M.I. Date of Birth

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Parent / Legal Guardian Name: \_\_\_\_\_

(Minimum Requirement is one week) Please list the dates for which you are applying: \_\_\_\_\_

Check all that apply. I prefer to work with: School-agers \_\_\_\_\_ Preschoolers \_\_\_\_\_

In these types of camps: Sports-type Camps \_\_\_\_\_ Nature Camps \_\_\_\_\_ Arts/Games Camps \_\_\_\_\_

Have you ever attended one of our camps? Circle: Yes / No

Have you ever been a C.I.T. before? Circle: Yes / No If so, when and where? \_\_\_\_\_

Why do you want to be a C.I.T.? \_\_\_\_\_

Describe all of your experience in dealing with children: \_\_\_\_\_

Do you have any special skills (speaks another language) or talents that may be useful in being a C.I.T.? \_\_\_\_\_

What do you think campers want from their C.I.T.?

Please list two references (not including family members – include names and phone numbers):

1.

2.

I certify that the above information is true. I understand that selection into the C.I.T. program is based on this application and an interview.

Applicant's Signature

Date



## Fairfax County Park Authority Camp Program C.I.T. Rules of Conduct



This document is a requirement for those selected in to the program.

### **Counselor-in-Training agrees to:**

- ❖ Stay with assigned group at all times unless otherwise stated by the camp counselor. If on an assigned task, CIT shall not deviate from task for personal needs.
- ❖ Follow directions as given by program leaders
- ❖ Maintain personal care and wear appropriate camp attire as described below. CIT's arriving at camp without appropriate attire will be asked to leave the site.
- ❖ Never be alone with children.
- ❖ Respect others in what you say and do. CITs shall never use inappropriate language while in the vicinity of the site.
- ❖ Refrain from using a cell phone during camp hours. CITs may keep a cell phone on their person, in the vibrate or silent position. CITs found using a cell phone for any reason during camp hours will immediately forfeit their right to carry the cell phone. Confiscated cell phones will remain in the camp office until the end of the day, when a parent/guardian may pick up the phone. CITs needing to make an emergency phone call during the day will have access to a site phone under counselor/coordinator supervision.
- ❖ Greet parents and children at the beginning of the day and acknowledge them at departure.
- ❖ Be involved and engaged with campers throughout the entire camp day.
- ❖ Get to know campers' names on the first day
- ❖ Never use physical punishment, restrain or force a child.
- ❖ Be of good character –fostering the Character Counts Program
- ❖ Follow pool rules and model good pool behavior. CITs are expected to swim with the group. CITs may not be in the locker room alone
- ❖ CITs are not permitted to use the sauna or spas.
- ❖ Keep campers' information confidential.
- ❖ Take care of personal belongings & keep belongings out of campers' reach.
- ❖ Use equipment and supplies in a safe and appropriate manner.
- ❖ Teasing and bullying are not tolerated and are grounds for enrollment termination for campers and counselors in training. Observing bullying and not communicating it to a counselor is just as bad as doing the bullying yourself.
- ❖ Never say or do anything that campers might perceive as teasing and/or bullying.
- ❖ Create a safe and fun environment.
- ❖ Notify a counselor if a child is injured...this includes broken or lost teeth, bruises, and cuts. CITs are not permitted to administer any first aid.
- ❖ Report problems to supervisors concerning campers and staff and use appropriate chain of command.
- ❖ Never come to work while under the influence of any drugs or alcohol.

The following dress code is enforced to ensure CITs are proper role models while fostering a positive self-image. Site management may have additional dress code regulations. CITs failing to come to work properly dressed will be asked to leave the site immediately.

- 1.) FCPA issued camp shirt must be worn each day (you will be issued more than one)
- 2.) You may not alter the camp staff shirt
- 3.) You must wear closed-toed shoes; no sandals, no Tevas, no flip flops, etc
- 4.) Shorts may be worn as long as they are below mid-thigh
- 5.) No jeans or jean shorts
- 6.) Hats: no skull caps, no bandanas. Baseball hats are acceptable only if worn with lid facing forward (backwards/sideways not permitted)
- 7.) No Lycra or Spandex clothing
- 8.) For safety reasons, dangling jewelry (hoops, etc) is prohibited
- 9.) Swimsuits for women must be one piece or tankinis
- 10.) Shorts, hats, etc shall not have pictures or words implying or relating to profanity, vulgarity or sexual connotations
- 11.) CITs must come to work clean and neatly groomed
- 12.) CITs must leave their shirt on at all times except during swimming activities.

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Initial on appropriate line:

- ❖ I have read & understand the Dress Code - \_\_\_\_\_
- ❖ Chain of command for all camp issues, from staff issues to camper issues is as follows: Counselor, Head Counselor (where applicable), Camp Coordinator/Director, Land Programmer, Assistant Site manager (where applicable), Site manager, Youth Services Program Specialist. I have read & understand the chain of command- \_\_\_\_\_

**Grounds for Immediate Dismissal (no refund given):**

- A parent who refuses to follow FCPA policies as stated in the parent packet
- A CIT who brings a weapon to camp
- A CIT who intentionally harms himself or causes injury to another child or staff member
- A CIT who vandalizes the property of the camp facility, staff or other children
- A CIT who steals items from the camp facility, staff or other children
- A CIT who displays inappropriate behaviors repeatedly
- A CIT who fails to comply with the Rules of Conduct
- A CIT who fails to display appropriate respect to authority figures on site

We have read and understand the rules of conduct and agree to uphold them to maintain a safe and enjoyable camp experience for everyone.

Counselor in Training's Name (please print) \_\_\_\_\_  
Signature of CIT \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_  
Parent's Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_