

# Fairfax County Park Authority



12055 Government Center Parkway  
Suite 927  
Fairfax, VA 22035-1118  
324-8571 (Direct)  
324-3976 (Fax)

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

We are pleased you have expressed an interest in our organization. The C.I.T. program 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. Each selected C.I.T. will be assigned to a counselor and a group of children and be given a list of tasks to complete during the camp session. **Acceptance into this program is based on an application and interview process.** To be considered for an interview for the summer C.I.T. program, you must first complete the attached application and return it to the programmer at the location at which you wish to apply. The locations and contact names are listed below. You may apply to more than one site by providing each site with a copy of your application. Should you have further questions, please contact the sites listed below.

For selected applicants---- there is a minimum commitment of a one week and a fee of \$75 per week. A formal C.I.T. leadership training will be held on Saturday, June 25, 2011 at Chantilly High School from 9am-noon. It is important for all selected applicants to attend. CIT Handbooks and shirts will be distributed at this training.

Sincerely,  
Fairfax County Park Authority  
Youth Services Section

Participating Sites	Address	Phone	Programmer
Cub Run RECenter	4630 Stonecroft Blvd Chantilly, VA 20151	(703) 817-9407	Lindsay Grogg
Oak Marr RECenter	3200 Jermantown Rd. Oakton 22124	(703) 281-6501	Kathy Cahill
Mt. Vernon RECenter	2017 Belle View Blvd. Alexandria, VA 22307	(703) 768-3224	Josh Colman
Lake Accotink Park	7500 Accotink Park Rd. Springfield 22150	(703)569-3464	Julie Tahan
Lee District RECenter	6601 Telegraph Rd. Franconia 22310	(703) 922-9841	Dawn Stoffelen
Providence RECenter	7525 Marc Dr. Falls Church 22041	(703) 698-1351	Leeanne Russell
South Run RECenter	7550 Reservation Dr. Springfield 22153	(703) 866-0566	Laura Mace
Spring Hill RECenter	1239 Spring Hill Rd. McLean 22102	(703) 827-0989	Dan Grulke
Audrey Moore REC.	8100 Braddock Rd. Annandale 22003	(703) 321-7081	Paige Tucker
Riverbend Park	8700 Potomac Hills St Great Falls, VA 22066	(703)759-9018	Karen Sheffield

Fairfax County Park Authority  
**CIT (Counselor-in-Training) 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 two weeks) Please list the dates for which you are applying: \_\_\_\_\_

Check all that apply. I prefer to work with: School-agers \_\_\_\_\_ Preschoolers \_\_\_\_\_  
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 (such as the ability to speak other languages)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_



## **Camp Program Counselor-In-Training Rules of Conduct**

This document is a requirement for participating in the Counselor-In-Training(CIT) 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.
- ❖ Listen to program leaders and follow directions
- ❖ Maintain personal care and wear appropriate camper 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 but 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 through out 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, nor may they *ever* use the sauna.
- ❖ Keep campers' information confidential.
- ❖ Take care of your own personal belongings & keep belongings out of reach of children.
- ❖ 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.

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The following dress code is enforced to ensure staff consistently presents themselves as professionals and proper role

models while fostering a positive self image. Site management may have additional dress code regulations.

- 1.) FCPA issued camp staff 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.

CITs failing to come to work properly dressed will be asked to leave the site immediately.

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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 \_\_\_\_\_ work phone \_\_\_\_\_