



FAIRFAX COUNTY PARK AUTHORITY

12055 Government Center Parkway, Suite 927 • Fairfax, VA 22035-5500
703-324-8700 • Fax: 703-324-3974 • www.fairfaxcounty.gov/parks

Dear C.I.T. Applicant:

Thank you for your interest in becoming a Counselor-in-Training (C.I.T.) for Fairfax County Park Authority's summer Rec-PAC program. Rec-PAC is a structured recreation program with emphasis on leisure skills designed for elementary school children. This year the Rec-PAC program will operate in 45 elementary school locations around Fairfax County on weekdays from July 2 through August 9, 2018. There will be a \$135 fee for all six weeks, t-shirt, manual and 3 hours of training.

Counselors-in-Training work as part of a staff team to facilitate activities for children. During the summer, students will be assigned to a site and work daily from 8:15 a.m.-3:45 p.m. Through this summer position, CIT's:

- gain valuable work experience
- develop new skills
- practice leadership
- explore future career possibilities
- work as a team with college-age staff
- have fun helping kids

CIT's must be at least 14 years old. Many CIT's return year after year, eventually accepting paid Rec-PAC positions when they turn 18 years of age.

To become a C.I.T., here is what you need to do:

1. Applicants are placed in order of the date application is received. Select your first choice for a site from the list of schools and centers. Returning CIT's have first choice of sites, and while we try to honor site requests, it is not always possible to give everyone their first choice.
2. Complete, sign (both parent & teen) and return these forms by June 15 via mail or fax:
 - C.I.T. Registration Form - include the appropriate registration fee (check payable to "FCPA" or VISA and MasterCard accepted)
 - Counselor-in-Training Agreement - with signatures
3. Attend an orientation at Chantilly High School in Chantilly on Saturday, June 23 from 9:00 a.m. to 12 noon. You will receive a C.I.T. manual and t-shirt. All participants must attend this training to be a C.I.T. this summer.

How to Contact Us:

Office: (703) 324-5514 (After May 1)

Fax: (703) 653-9440

Email: RecPac@fairfaxcounty.gov

www.fairfaxcounty.gov/parks/Rec-PAC/



If accommodations and/or alternative formats are needed, please call (703) 324-8563, at least 10 working days in advance of the registration deadline or event. TTY (703) 803-3354.

Counselor-in-Training (CIT)

Summer Positions at Rec-PAC for Teens Ages 14 and Older

If you are looking for a great summer experience volunteering with elementary school age children, consider the Counselor-in-Training program, a wonderful opportunity for teens to develop their leadership skills in the field of recreation. Successful participation as a **C.I.T.** in the summer **Rec-PAC** summer program, can be used as work experience, and may lead toward future employment when the applicant becomes 18 years of age.

CIT REGISTRATION FORM (Deadline: Friday, June 15, 2018)

Member # _____ Student Name: _____ Birthday ____/____/____

(See Parktakes Magazine Mailing Label)

Parent /Guardian Name(s): _____

Street: _____

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ - _____ Work Phone: (____) _____ - _____

Emergency Phone: (____) _____ - _____

Returning CIT? ☐ Yes ☐ No

Where To Participate - Please select your top 3 choices of School sites from the attached list of school locations

1. _____ 2. _____ 3. _____

When to Participate - CIT's are encouraged to work as many weeks as possible for the greatest benefit to themselves and the program. Please select the weeks you would like to participate.

☐ July 2-July 6 ☐ July 9-13 ☐ July 16-20 ☐ July 23-27 ☐ July 30- August 3 ☐ August 6-9

MARK YOUR CALENDAR - CIT ORIENTATION - All C.I.T.'s must attend the orientation course on **Saturday, June 23, 2018** at **Chantilly High School**, from **9am-12pm**. The **\$135 fee** (add \$15 for out-of-county residents) includes the training, C.I.T manual, t-shirt and all 6 weeks of the program.

Allergies: ☐ bee stings ☐ insect bites ☐ foods ☐ other explain: _____

What should be done if your child comes in contact with an allergen: _____

Does your child take medication? ☐ Yes ☐ No Medication: Name/Type _____ For _____

Restrictions: _____ Physician: _____ Phone: _____

Parental Permission:

I hereby approve my child's participation in this program. I agree to hold harmless and indemnify the Fairfax County Park Authority (FCPA), its employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage which may result from my participation in this activity. FCPA employees have permission in the event I cannot be reached readily in an emergency at my expense to: (1) contact our family physician, or (2) utilize the most convenient rescue squad vehicle or ambulance to transport my child to the nearest hospital. I give my permission for the use of individual and/or group activity photographs in connection with FCPA publicity. In accordance with the Privacy Act of 1976, this information will be used only for this program.

Parent/Guardian Signature: _____ Date: _____

Payments

☐ Check (check # _____) **Make checks payable to "FCPA"**

☐ Credit Card (Visa ☐ MC ☐ Credit Card # _____ / _____ / _____ / _____ EXP _____ / _____

Name on Card _____ Signature _____

Refunds for the Rec-PAC CIT program must be requested before the orientation and are subject to a \$10 administrative fee



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**Fairfax County Park Authority
Rec-PAC Program
Counselor-In-Training Rules of Conduct**



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. CIT's shall never use inappropriate language while in the vicinity of the site.
- ❖ Refrain from using a cell phone during camp hours. CIT's may keep a cell phone on their person but in vibrate or silent position. CIT's 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. CIT's needing to make an emergency phone call during the day will have access to a site phone under counselor/Director 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. CIT's are expected to swim with the group.
- ❖ 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 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. CIT's are not permitted to administer any first aid.
- ❖ Report problems to supervisors concerning campers and staff. 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 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 outside with lid facing forward (backwards/sideways not permitted) and may only be worn outside
- 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.) CIT's must come to work clean and neatly groomed
- 12.) CIT's must leave their shirt on always, even during swimming activities.

CIT's failing to come to work properly dressed will be asked to leave the site immediately.

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, Site Director, Area Supervisor, Rec-PAC Program Manager. I have read & understand the chain of command _____

Grounds for Immediate Dismissal (no refund given):

- 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 _____





Fairfax County Park Authority

Rec-PAC CIT 2018 Summer Locations



Note: Sites are subject to change based on school activity, construction and maintenance needs. For the most up-to-date list of locations or help selecting a site near you, visit our web site at www.fairfaxcounty.gov/parks/rec-pac

School-based Rec-PAC

Program Dates*: July 2 – August 9 (Monday – Friday) **All locations are closed on July 4 and August 10.*
Hours of Operation: 8:30 a.m. to 3:30 p.m.

Annandale Terrace
Bailey's Lower
Bren Mar Park
Brookfield
Bull Run
Camelot
Cardinal Forest
Centre Ridge
Clearview
Coates
Crestwood
Dogwood
Eagle View
Fairfax Villa
Freedom Hill

Garfield
Graham Road
Greenbriar EAST
Hayfield
Hybla Valley
Kings Park
Lake Anne
Lane
Laurel Hill
Lorton Station
Louise Archer
McNair
Mosby Woods
Mount Eagle
Oak Hill

Oak View
Oakton
Olde Creek
Poplar Tree
Rolling Valley
Rose Hill
Saratoga
Silverbrook
Sleepy Hollow
Springfield Estates
Terra Centre
Union Mill
Westgate
Woodlawn
Woodley Hills



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