



FAIRFAX COUNTY PARK AUTHORITY

12055 Government Center Parkway, Suite 927 • Fairfax, VA 22035-1118
 703-324-8700 • Fax: 703-324-3974 • www.fairfaxcounty.gov/parks

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. C.I.T. interviews may not take place until May. 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 \$155 non-refundable fee for this program. It is important for selected C.I.T.s to attend the Leadership Training on Saturday, June 23, 2018 from 10 a.m. - noon (location TBA). C.I.T. Handbooks and shirts will be distributed at this training.

Audrey Moore RECenter 703-321-7081	8100 Braddock Rd. Annandale, VA 22003	Paige Tucker Paige.Tucker@fairfaxcounty.gov
Cub Run RECenter 703-817-9407	4630 Stonecroft Blvd. Chantilly, VA 20151	Natalie Sandelli Natalie.Sandelli@fairfaxcounty.gov
Lee District RECenter 703-922-9841	6601 Telegraph Rd. Franconia, VA 22310	Dawn Stoffelen Dawn.Stofflen@fairfaxcounty.gov
Mt. Vernon RECenter 703-768-3224	2017 Belle View Blvd. Alexandria, VA 22307	David Jewell David.Jewell@fairfaxcounty.gov
Oak Marr RECenter 703-281-6501	3200 Jermantown Rd. Oakton, VA 22124	Robert Arguinzoni Robert.Arguinzoni@fairfaxcounty.gov
Providence RECenter 703-698-1351	7525 Marc Dr. Falls Church, VA 22042	Leeanne Russell Leeanne.Russell@fairfaxcounty.gov
Riverbend Park 703-759-9018	8700 Potomac Hills St. Great Falls, VA 22066	Rita Peralta Rita.Peralta@fairfaxcounty.gov
South Run RECenter 703-866-0566	7550 Reservation Dr. Springfield, VA 22153	Deanna Miller Deanna.Miller@fairfaxcounty.gov
Spring Hill RECenter 703-827-0989	1239 Spring Hill Rd. McLean, VA 22102	Alex Barnard Alexander.Barnard@fairfaxcounty.gov



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.



Fairfax County Park Authority C.I.T. (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 one week) 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



Fairfax County Park Authority Camp Counselor-In-Training (C.I.T.) Rules of Conduct



This document is a requirement for participating in the Counselor-In-Training (C.I.T.) 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, C.I.T. 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. C.I.T.'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. C.I.T.s shall never use inappropriate language while in the vicinity of the site.
- ❖ Refrain from using a cell phone during camp hours. C.I.T.s may keep a cell phone on their person but in the vibrate or silent position. C.I.T.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. C.I.T.s 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.
- ❖ Follow pool rules and model good pool behavior. C.I.T.s are expected to swim with the group. C.I.T.s 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. C.I.T.S 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 camp 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 Birkenstocks, 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.

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, 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 C.I.T. who brings a weapon to camp.
- A C.I.T. who intentionally harms himself or causes injury to another child or staff member.
- A C.I.T. who vandalizes the property of the camp facility, staff or other children.
- A C.I.T. who steals items from the camp facility, staff or other children.
- A C.I.T. who displays inappropriate behaviors repeatedly.
- A C.I.T. who fails to comply with the Rules of Conduct.
- A C.I.T. 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 _____