



**COUNSELOR IN TRAINING
CIT
Information and Application
Packet**

**FLORENCE FAMILY
YMCA**

1700 S. Rutherford Dr.
Florence, SC 29505 843.665.0226

Child Care Directors:
Zenora Graham
zgraham@florenceymca.org

Joey Macchio
jmacchio@florenceymca.org

OUR MISSION:
To put Christian principles into practice through programs that build a healthy spirit, mind and body
for all.



**For Youth Development
For Healthy Living
For Social Responsibility**

February 1, 2023

Dear CIT Applicant,

Thank you for your interest in being a Counselor-In-Training during the summer of 2023. The CIT program offers many opportunities to develop responsibility and leadership skills. We are seeking applicants that will assist in leading campers in daily activities while still remaining under the close, supportive supervision of camp counselors.

If you are interested in being trained to work with children in a day camp environment and making a difference in the lives of children that can last a lifetime, then the YMCA is the place for you.

Please read and complete the information included in this CIT packet and return it to be called for an interview. Applications are due back to me at the Florence Family YMCA no later than April 28, 2023.

If you have any questions, please feel free to contact Zenora Graham or Joey Macchio at (843) 665-0226 or by email at zgraham@florenceymca.org or jmacchio@florenceymca.org.

In the "Y" Spirit,

Zenora Graham
Childcare Director

Joey Macchio
Childcare Director



Florence Family YMCA • 1700 S. Rutherford Drive • Florence, SC 29505
Phone 843-665-0226 • Fax 843-662-8726 • www.florenceymca.org

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.



Florence Family YMCA

Counselor In Training (CIT) Program

Our CIT Program focuses on developing strong leaders through training, observation, and practices by enhancing your skills as a camp counselor. This is a program for teens serious about learning to work with children and improving their leadership skills. The most important part of this training program is the hands on experience that CIT's will have while working with campers and being guided by camp leaders. Participants will be better prepared to work with adults, their peers, and children of all ages, interests, and abilities.

The CIT Program is offered as a learning opportunity for teens that wish to participate while at camp. You will learn about camp responsibility from a hands on level. CIT's will be responsible for assisting their assigned counselor in the care, supervision, and safety of all campers. CIT's are expected to abide by all the policies and guidelines set forth by the YMCA.

Counselor in Training Participants Are

- * Rising 7th through 10th graders

Expectations of CIT's

- * Report to camp daily between 7:00 am and 9:00 am.
- * Act as a role-model for campers in the areas of youth development, healthy living, and social responsibility.
- * Connect with each child quickly by ...
 - o Greeting each camper as he/she enters and saying goodbye as he/she leaves each day.
 - o Knowing each camper's name in his/her assigned group by Day 3.
 - o Making each child feel special, safe, and unique throughout the course of the week.
- * Help to provide a safe and healthy environment for campers.
- * Take proper care of YMCA property and equipment.
- * To be enthusiastic and engaged with camp attendees during group and activity times.
- * To always represent the YMCA in a positive manner.
- * Have timely communication with the Childcare Director regarding your need for absence, late arrival, or early dismissal.
- * Have timely communication with the Childcare Director regarding issues or concerns you have.

CIT Responsibilities

- * Assist counselors with the management of campers while receiving constant feedback
- * Communicate with staff, problems or issues that arise.
- * Be active participants and assist staff during group and activity times by helping campers and assisting in leading games and activities
- * Motivate camper participation in camp programs and activities
- * Assist in the set-up of camp events such as theme weeks.
- * Demonstrate an understanding of YMCA policies and guidelines.
- * Must have interest in, concern for, and the ability to work with children as well as adults.
- * Manage personal stress by ...
 - o Using appropriate language and refraining from sarcasm and put downs.
 - o Using appropriate volume levels when speaking with campers and staff.
 - o Supporting the decision of all staff members.
- * Have Fun and Be Safe!

All applicants are advised to take great time and care when completing and submitting their application.

To Be Considered for this Program, Applicants must:

1. Complete and return the CIT application packet in its entirety and return no later than April 28, 2023; however we encourage candidates to apply as early as possible as spaces are limited.
2. Qualified candidates will be invited to come in for an interview.
3. If selected, the Childcare Enrollment Form, Immunization Records, and Payment will need to be sent in prior to admittance.

ALL selected CIT's will be required to attend a CIT training prior to the start of summer camp.



Florence Family YMCA Uniform Policy

The following policies apply to all staff and employees during their assigned work hours. Outside of assigned work hours, please remember that you represent the Florence Family YMCA. Please act and dress accordingly.

- All staff and employees must be clean shaven. Well-kept mustaches/beards are allowed.
- No visible body piercings. Females may wear a single, earlobe based earring, no larger than 1" in length or diameter. A second earlobe piercing is permitted so long as it is a post. Males will not be allowed to wear earrings.
- No visible tattoos. Long sleeve shirts and long pants may be worn, if necessary. Appropriate visible ankle tattoo (under 2" in size) is permitted only for personnel working in pool areas.
- No more than two buttons are to be unbuttoned on any shirt. No cleavage should be visible.
- Nametags are to be worn at chest level at all appropriate times.
- Staff attire must be neat in appearance at all times.
- Nails must be clean and well-trimmed. Nail polish is permitted for women in modest colors.
- Makeup and strong colognes should be held to a minimum.

Childcare Area

- Casual attire may be worn, but, **MUST** be neat, clean, and pressed; not torn nor containing holes. Casual attire includes jeans, shorts (at least mid-thigh length), and sweatpants.
- Any attire may be ruled inappropriate by the CEO or his/her designee.
- No cutoffs, midriffs, or tank tops.
- No clothing with adult themes, references to alcohol, drugs, or cigarettes will be allowed. No clothing with inappropriate language will be allowed.
- No open toe shoes are allowed. Athletic shoes are to be worn.
- Appropriate jewelry may be worn as long as it does not interfere with any activities.
- YMCA clothing should be worn as often as possible.

I, _____ (print name), understand and agree to adhere to the Florence Family YMCA's Uniform Policy as a condition of employment as staff or volunteer, at the Florence Family YMCA. I will also adhere to the YMCA Childcare Department dress code as well.

(Signature)

(Date)



Florence Family YMCA Code of Conduct

- 1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff person be alone with a child under eighteen years old where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.**
- 2. Staff shall never leave children unsupervised.**
- 3. Bathroom supervision: This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. Children between six and twelve years of age should go to the bathroom in pairs. No child, regardless of age, should ever enter a bathroom alone on a field trip.**
- 4. Staff should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.**
- 5. Staff shall not abuse children including:**
 - Physical abuse – strike, shake, slap**
 - Verbal abuse – humiliate, degrade, threaten;**
 - Sexual abuse – inappropriate touch or verbal exchange;**
 - Mental abuse – shaming, bullying, cruelty;**
 - Neglect – withholding food, water, basic care, etc.**

Any form of abuse will not be tolerated and may be cause for immediate dismissal.
- 6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.**
- 7. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.**
- 8. Staff will respect children’s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.**
- 9. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.**
- 10. Staff must appear clean, neat, and appropriately attired.**
- 11. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.**
- 12. Smoking or use of tobacco during working hours is prohibited except in the designated area.**

13. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
14. Staff must be free of physical and psychological conditions that might adversely affect the child's physical or mental health. If in doubt, an expert should be consulted.
15. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
16. For the protection of YMCA staff and program participants, staff are not permitted to be alone with children unobserved by others. As a condition of employment, YMCA staff are not permitted to supervise children (in YMCA programs) in non-YMCA activities, such as babysitting, weekend trips, and swim lessons.
17. Staff are not to transport children in their own vehicles without written administrative and parental approval.
18. Staff may not date program participants under the age of 18 years of age.
19. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
20. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.

I understand that any violation of this Code of Conduct may result in termination.

I, _____ (print name), understand and agree to adhere to the Florence Family YMCA's Code of Conduct as a condition of employment as staff or volunteer, at the Florence Family YMCA.

(Signature)

(Date)



The Florence Family YMCA

1700 S. Rutherford Drive

Florence, SC 29505

www.florenceymca.org

Office (843) 665-0226

Counselor In Training (CIT) Application

Please answer all questions and print neatly.

Part 1 Information About You...

Date: _____

Applicant Name: _____ Name Called _____
(First) (Middle) (Last)

Street Address _____ Mailing Address _____

City _____ State _____ Zip _____ City _____ State _____ Zip _____

Telephone: () _____ Email Address: _____

School you attend: _____ Birth Date ____/____/____ Grade Entering In Fall: _____

Parent/Guardian#1: _____ Relationship to You: _____

Home Address: _____ City _____ State _____ Zip _____

Home Phone# () _____ Work Phone# () _____ ext. _____ Mobile Phone# () _____

Email Address _____

Parent/Guardian#2: _____ Relationship to You: _____

Home Address: _____ City _____ State _____ Zip _____

Home Phone# () _____ Work Phone# () _____ ext. _____ Mobile Phone# () _____

Email Address _____

Part 2 Your Experiences...

Summer Camp Experience

Year: _____ Name of Camp _____ Location _____ Camper/Volunteer/Staff (circle one)

Year: _____ Name of Camp _____ Location _____ Camper/Volunteer/Staff (circle one)

Year: _____ Name of Camp _____ Location _____ Camper/Volunteer/Staff (circle one)

Experience in Clubs, Other Organizations, or Volunteer work within your school or community

Name of Organization _____ Years of Service _____

Roles/Responsibilities _____

Name of Organization _____ Years of Service _____

Roles/Responsibilities _____

Name of Organization _____ Years of Service _____

Roles/Responsibilities _____

Current Certifications (such as First Aid, CPR, Lifeguard, Babysitting, etc.)

Type of Certification _____ Issuing Organization _____ Expires _____

Type of Certification _____ Issuing Organization _____ Expires _____

Part 3 References

Four forms/letters of reference are needed in order to apply to the CIT program. One form/letter of reference must be from someone indirectly related to you (i.e., aunt, uncle, cousin, grandparent, etc.) while the other three forms/letters of reference must be non-relatives who know you well (i.e., coaches, teachers, neighbors, pastor, etc.). All references should speak honestly about your characteristics such as your leadership, creativity, enthusiasm, initiative, etc. Forms/Letters of reference can be returned along with or separate from this application but I must have all copies prior to your interview. Four reference forms are included with this application.

Please read carefully and sign.

I certify that all the information provided on this form is accurate and complete to the best of my knowledge. I understand that submitting this application in no way guarantees that I will be accepted to the Counselor in Training Program. Upon return of this application, I may be invited for an interview by the Childcare Director and after such time, I will wait to hear a response also from the Childcare Director about acceptance. If selected, I understand that I am expected to adhere to all of the rules, policies, and regulations of the CIT program and the Florence Family YMCA. While I understand that I would still be considered a camper and am expected to follow the same rules, I also understand that CIT's are required to be positive role models and be able to receive feedback in a positive manner. Inability to do so may result in dismissal from the program. Furthermore, I understand that completion of the CIT program does not guarantee that I will be hired in the future, as a staff member of the Florence Family YMCA.

Applicant Signature: _____

Date: _____

I give my permission for my child/ward to apply for acceptance into the Florence Family YMCA's Counselor In Training Program. I have read and understand the rules, policies, and regulations of the CIT program and the Florence Family YMCA and recognize that my child/ward is expected to adhere to them. Inability of my child/ward to follow these policies may result in dismissal from the program. I will support my child/ward should he/she be accepted in the program.

Parent Approval Signature: _____

Date: _____

Please return application, questionnaire, and reference forms to:

Florence Family YMCA
ATTN: Zenora Graham or Joey Macchio
1700 S. Rutherford Drive
Florence, SC 29505



Florence Family YMCA CIT Application Questionnaire

Applicant Name: _____ Name Called _____
(First) (Middle) (Last)

Telephone: () _____ Email Address: _____

School you attend: _____ Birth Date ____/____/____ Grade Entering In Fall: _____

Short Answer Questions

Please answer the following questions. Please print neatly in the space provided.

- 1) Please explain why you would like to work as a CIT this summer?
- 2) What experience do you have working with youth ages 3-13?
- 3) What do you feel is the mission of the summer camp program? How could you help to accomplish this mission?
- 4) Please list any hobbies, special interests, or extra-curricular activities that you are involved in that you think would be beneficial to you as a CIT and why?
- 5) Please tell me about a counselor, mentor, coach, or older adult that has been influential in your life. Describe the skills, talents, and/or behaviors of this person that you would like to model?
- 6) What qualities do you think every counselor should have?

7) Please describe something that you've done at school, on a team, volunteering, or at church that you are proud of.

8) What five qualities or attributes do you see yourself bringing to the program?

9) What do you think will be the hardest part of being a CIT?

10) What do you hope to learn or take away from your experience as a CIT?

Put these things about Summer Day Camp in order from 1 to 5, with one (1) being the most important to you and five (5) being the least important to you.

Christian Emphasis _____
Fun Games _____
Time with Friends _____
Free Time _____
Learning about Leadership _____

Camp Skills (place a "1" next to the areas you have participated in and a "2" next to the areas you want to learn about)

_____ Arts & Crafts	_____ Sports
_____ Drama/Acting	_____ Storytelling
_____ Group Games	_____ Swimming
_____ Music	



Reference Form
Florence Family YMCA
Counselor In Training Summer Program

Return To:
Florence Family YMCA
ATTN: Zenora Graham
Or Joey Macchio
1700 S. Rutherford Dr.
Florence, SC 29505
(843) 665-0226 Office

*To The Applicant: Please fill out and sign the boxed section and **give to someone indirectly related to you** to complete.*

Name of Applicant: _____ Position Applied For: CIT

I authorize the release of the information below as reference to my character to the Florence Family YMCA.

Applicant Signature: _____ Date: _____

***To The Reference:** The above named individual is applying for a Counselor In Training (CIT) position at the Florence Family YMCA in the Summer Day Camp Program. Since it is important that our volunteers and leaders have the patience and understanding necessary to work well with children, parents, staff members, and fellow CIT's, we would like for you to provide information regarding the personal and professional qualifications of this applicant. Characteristics such as creativity, initiative, self-motivation, energy, cooperation, and personal integrity are important. Your assistance will be greatly appreciated and your responses will be kept in confidence. Thank you for your promptness in completing this form! **Please return this form as soon as possible to the address provided above or you may return it in a sealed envelope to the applicant to be included with their application.** Thank you!*

How long and in what capacity have you known this applicant?

What do you feel is the greatest strength of this applicant with regard to being a leader, instructor, and/or volunteer at the Florence Family YMCA? Why?

In your opinion, what are his/her areas for development and improvement?

Would you have any reservations about children being in the care of this applicant? Please comment.

In your opinion, is this applicant a suitable positive role model for youth ages 3-13? Please comment.

Please rate this applicant in the following areas.

	Excellent	Good	Fair	Poor	N/O Not Observed	Comments
Cooperates with adults						
Has good communication skills						
Relates well with children						
Is patient						
Is punctual						
Displays a positive attitude						
Is mature						
Is safety conscious						
Has a sense of humor						
Can grasp ideas quickly						
Considers alternatives and consequences before acting						
Completes tasks enthusiastically						
Relates well with peers						
Is caring						
Is honest						
Is respectful						
Is responsible						
Can adapt to changing situations						
Judgment in stressful conditions						

Overall Rating of this Applicant						
---	--	--	--	--	--	--

<p>_____ I recommend acceptance of this applicant without any reservations</p> <p>_____ I recommend acceptance of this applicant with some reservation. (List your concerns below)</p> <p>_____ I recommend that this applicant not be accepted to the CIT program. (List your concerns below)</p> <p>Remarks: _____</p> <p>_____</p> <p>_____</p>
--

Reference Name (Printed) _____ Reference Signature _____

Reference Telephone# _____ Date _____

Childcare Director Signature _____ Date _____



Reference Form
Florence Family YMCA
Counselor In Training Summer Program

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Reference Name (Printed) _____ Reference Signature _____

Reference Telephone# _____ Date _____

Childcare Director Signature _____ Date _____



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(List your concerns below)

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(List your concerns below)

Remarks: _____

Reference Name (Printed) _____ Reference Signature _____

Reference Telephone# _____ Date _____

Childcare Director Signature _____ Date _____