

LAKE FOREST

PARKS AND



RECREATION

LAKE FOREST PARKS AND RECREATION DEPARTMENT

2023

CIT PROGRAM (COUNSELOR IN TRAINING)

WHAT IS A CIT?

A CIT (Counselor in Training) is a Junior Counselor who is not yet old enough to acquire a paid position with the Recreation Department, but still wants the experience and structure of a having a summer job. The Recreation Department's main purpose for providing this program is to help the older youth of our community develop job/leadership skills through a positive summer work experience.

All new **and returning** CITs must fill out the attached application and be interviewed by the CIT coordinator prior to camp placements. This year's group of CITs will be chosen based on their application and their interview. We are looking for young people who are committed to the program, have given thought to their application and are prepared for the interview process. There will be no guarantee of a position in the CIT program and participation is based on our camp enrollment and the number of CIT applicants.

CITs play an important role in our summer programs and we require a sincere commitment and hard work from them. It will also be a great learning experience and a lot of fun for anyone involved in the program. The skills that you will acquire during your time as a CIT will help you in any future job opportunities. Although being a CIT will certainly help in obtaining a paid position with the Recreation Department, **it does not necessarily assure you a job here in the future.** The following information has been provided to introduce you to the Lake Forest Recreation Department's CIT Program. The program fee of \$293.00 covers extensive training, staff shirt, CIT-only functions and administrative costs. **The program fee is due at the time this application is submitted.**

CIT REQUIREMENTS

All CIT applicants will be assigned a position providing the following requirements are met and sufficient positions are available.

Applicants must:

- ◆ *be at least 13 years old (12 if completed 7th grade) and a Lake Forest resident.*
- ◆ *currently be enrolled in 7th, 8th, 9th or 10th grade.*
- ◆ *Program fee paid in full.*
- ◆ *return a completed application form to the Recreation Center by April 21st.*
- ◆ *be interviewed by the CIT Coordinator.*
- ◆ *attend the mandatory training session which is scheduled June 12th– June 16th.*

All applicants must meet all five requirements. Failure to meet any of these five requirements can result in denial of position. Also, any CIT who behaves irresponsibly during a program session will have an evaluation meeting with the CIT Coordinator and may be dropped from the program.

PROGRAM SELECTION

Applicants may apply to work in a variety of programs and camps. CIT positions are limited for each program, and are filled in accordance with applicant qualifications and availability. Most of the programs run from June 19 - August 4th. An important aspect of summer programs is consistency, so the Recreation Department is looking for CITs who are willing to make a commitment to work each assigned day. Those applicants who are unable to make a schedule-oriented commitment will be accommodated to the best of our ability. **Due to the large number of CIT applicants, not all requests for camp locations, days and times can be guaranteed. Most assignments are for two or three day options. Please note that there will be no camps held on July 4th or August 2nd.**

In order to keep our CIT volunteers busy on days that they are not assisting with camp duties; CROYA will host a variety of activities to round out the summer, including; youth committee meetings, community service projects, float building for both parades: 4th of July and Lake Forest Day, road trips (ie. Cubs game) and a camping trip. For more information on these activities please go to CROYA.com. The CROYA schedule is subject to change.

A brief description of some programs utilizing CITs is provided in order to help you in your selection.

EVERETT EXPLORERS

This camp has combined our old favorites of Active Athletes, Hurray for Summer and Because Why into one exciting camp opportunity. It is a variety camp that includes activities in the following areas: sports & games, arts & crafts, nature & science, creative movement & music, story time & cooking, free play and water activities for preschoolers aged 4 – 6 years all rolled into one! This camp meets at Everett Park /classroom from **June 19 – August 4**. CITs may choose one of the following options but may be able to work more than one option if available.

<u>Age</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
4 - 6 year olds	Mon. Wed. Fri.	9:00 a.m. – 1:00 p.m.	Everett Park/Classroom
4 - 6 year olds	Tues. Thurs.	9:00 a.m. – 1:00 p.m.	Everett Park/Classroom

Summer Discovery

This camp is a low-key, non-competitive yet structured atmosphere for first time campers. It is a variety camp for 3 – 4 year olds that introduces the fun of summer camp. Based on the same Regio-inspired philosophy used at Kinderhaven Preschool Academy, the campers will delve into all the ins and outs of topics of interest to them. Activities will include games, arts & crafts, nature & science, creative movement & music, story time and lots of free play. This camp meets at LF. Recreation Center, Kinderhaven classroom from **June 19- August 4**. CITs may choose one of the following options but may be able to work more than one option if available.

<u>Age</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
3 – 4 year olds	Mon. Wed.	9:15 a.m. – 11:45 a.m.	LF Rec. Kinderhaven classroom
3 – 4 year olds	Tues. Thurs.	9:15 a.m. – 11:45 a.m.	LF Rec. Kinderhaven classroom

AWESOME AUGUST

This camp is an extension of Everett Explorers & Summer Discovery that extends the camp experience deep into August. Various themes and topics will be designed for the interests of the children enrolled. This camp meets at Everett Park / classroom from **August 7 – August 11**. This program is a one week camp and CIT's may be asked to work this camp based on the quality of their CIT experience.

<u>Age</u>	<u>Days</u>	<u>Times</u>	<u>Location</u>
3 – 6 year olds	Mon. Wed. Fri	9:00 a.m. – 1:00 p.m.	Everett Park/classroom
3 – 6 year olds	Tues. Thurs	9:00 a.m. – 1:00 p.m.	Everett Park/classroom

McCORMICK DAY CAMP

This camp is a nature-oriented program in which campers who have finished K-3rd graders will experience crafts, hiking, drama, archery and a variety of nature activities as well as field trips and special themed days. This camp meets at the Northcroft Park this summer from **June 19 – August 4**. CITs may choose one of the following options but may be able to work more than one option if available.

<u>Age</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
6 – 9 year olds	Mon. Wed. Fri.	9:00 a.m. – 3:00 p.m.	McCormick Nature Preserve
6 – 9 year olds	Tues. Thurs. Fri.	9:00 a.m. – 3:00 p.m.	McCormick Nature Preserve

ALL STARS & BEYOND

This camp is our traditional summer day camp providing a variety of activities for the kids to participate in. Daily activities offered in this program include: games, sport activity, craft projects, lunch, free time, swimming and field trips. The former Sport Camp program has been combined into this program and is listed below as a half day option. This camp meets at Lake Forest Recreation Department this year from **June 19 – August 11**. CITs may choose one of the following options but may be able to work more than one option if available.

	<u>Age</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
Full Day	K – 6 grades	Mon. Wed. Fri.	9:00 a.m. – 3:00 p.m.	LF Recreation Department
Full Day	K – 6 grades	Tues. Wed. Thurs.	9:00 a.m. – 3:00 p.m.	LF Recreation Department

TWIGS ART CAMP

This camp is a program which includes painting, drawing, ceramics, theater, music and dance. Participants (Jr. Section 1st – 4th and Sr. Section 5th – 6th Grades) meet at The Stirling Hall Arts Center from **June 19 – August 3** and will include trips to the beach, field trips and an art night under the stars. All projects and performances will be put on display at the end of summer showcase event for family and friends. CITs who have experience in art, drama, dance or theater would be a plus for this program.

	<u>Age</u>	<u>Days</u>	<u>Time</u>	<u>Location</u>
	1 – 4 grades	Mon. – Thurs.	9:00 a.m. – 3:00 p.m.	Stirling Hall Arts Center
	5 – 6 grades	Mon. – Thurs.	9:00 a.m. – 3:00 p.m.	Stirling Hall Arts Center

CITs may also choose to work in some of the other programs offered through the Recreation Department that are not listed above. Please look through the Spring/Summer program brochure for a complete listing of our programs. If you have any programs in mind that you would be interested in pursuing, contact John Eldridge (CIT Coordinator) at 847-810-3940, and he will try to accommodate you.

HOW TO APPLY

A CIT application is attached. Applicants (**NOT PARENTS**) must fill the form out **completely** and return it to the Recreation Center **no later than 4:30 p.m., April 21 with payment of \$293.00 for the program.** After receiving your application, the CIT Coordinator will contact you to set up an interview. Following the interviewing process, CITs will be sent a confirmation email which will include the CIT's assignment, work schedule and the dates of the training sessions.

The \$293 administrative fee will be required to participate in the C.I.T program. This fee will cover the costs of extensive training, shirts, CIT-only events and Administrative costs. Please fill out the attached registration form with payment and submit with the application.

The Lake Forest Recreation Department is looking forward to a fantastic summer -- hopefully this will include **you** as a CIT!

If you have any questions, contact John Eldridge, CIT Coordinator, at 847-810-3940.

**LAKE FOREST RECREATION DEPARTMENT
400 HASTINGS ROAD
LAKE FOREST, IL 60045
847-234-6700**

LAKE FOREST

PARKS AND



RECREATION

CIT APPLICATION 2023

LAKE FOREST RECREATION DEPARTMENT

400 HASTINGS ROAD

LAKE FOREST, ILLINOIS 60045

(847) 234-6700

Please print legibly or type all answers.

Personal Data

1. Name: _____

2. Address: _____

3. Phone #: _____

4. Email address: _____

5. Grade: _____

6. Age: _____

7. Birthday: _____

8. Shirt Size: _____

9. Have you been a CIT in the past? Yes No If yes Camp: _____

Program Choices

10. Program 1st Choice: _____ Days & Time: _____

11. Program 2nd Choice: _____ Days & Times: _____

References

List three persons who are not related to you who can comment on your education, social and or work experience

NAME	ADDRESS	OCCUPATION	PHONE
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12. _____

13. _____

14. _____

15. Why are you applying for the CIT Program?

16. List any experience that you have had working with children.

15. Why do you feel that you are qualified for this type of work experience?

17. List any hobbies, school sports, clubs or special honors.

17. List any conflicts that you will have during the summer which may interfere with your work experience.

I certify that I have personally completed this application and that the information is complete and correct to the best of my ability. I understand any falsification may be grounds for disqualification or dismissal. Application deadline is April 21, 2023 at 4:30 p.m.

Signature of Applicant

Date

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RECREATION

REGISTRATION FORM

400 HASTINGS RD • LAKE FOREST, IL 60045 • 847.234.6700 • FAX: 847.615.4251

Family Name: _____ **Date:** _____
Address: _____
Home Phone: _____ **Phone:** _____
Emergency Contact: _____ **Phone:** _____
Email Address: _____

MEDICAL CONCERNS:

Please note any diet limitations, allergies, special medications, or additional conditions which may affect participation.

Name: _____

Comments: _____

FIRST NAME	AGE	GRADE	ACTIVITY CODE #	ACTIVITY NAME	FEE
					\$
					\$
					\$
					\$
					\$
					\$
TOTAL					\$



AMERICANS WITH DISABILITIES ACT

We encourage participation by everyone and provide reasonable accommodations in accordance with ADA standards. If you require program assistance for special needs, check the box to be contacted by our NSSRA Inclusion Liaison, Joe Mobile. A diagnosis is not necessary. Joe Mobile can also be reached at 847.810.3941 or mobilej@cityoflakeforest.com.

YES, please call with information.

If you do not hear from us within two weeks prior to the start date of a program, we encourage you to contact the Recreation Department.

**ATTENTION! PLEASE FILL OUT YOUR REGISTRATION FORM COMPLETELY.
DON'T FORGET TO SIGN THE LIABILITY WAIVER ON THE BACK!**

Authorized Signature: _____

Check Credit Card Cash

Card Number: _____

Expiration Date: _____ CSV: _____



LAKE FOREST PARKS & RECREATION DEPARTMENT LIABILITY WAIVER

400 HASTINGS RD • LAKE FOREST, IL 60045 • 847.234.6700 • FAX: 847.615.4251

Please read this form carefully and be aware that by registering for and participating in this program(s), or by registering your minor child/ward for participation in this program(s), you will be waiving your rights and/or the rights of your minor child/ward to all claims for injuries you or your minor child/ward might sustain arising out of this program(s) and you will be required to indemnify, hold harmless, and defend the Lake Forest Recreation Department and the City of Lake Forest for any claims arising out of participation in said program(s).

For purposes of this Liability Waiver and Hold Harmless Agreement, the “program” or “programs” to which it relates include any and all activities undertaken or supervised by, or otherwise made available by or through, the Lake Forest Recreation Department and/or The City of Lake Forest (collectively “Lake Forest”), including activities involving the unsupervised use of equipment of property of Lake Forest.

RISK OF INJURY: “As a participant in the program, or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I or my minor child/ward may sustain as a result of participating in any and all activities associated with this program, including transportation and approved vehicle operation when provided.”

WAIVER OF INJURY CLAIMS: “I agree to waive and relinquish any and all claims I or my minor child/ward may have arising out of, connected with, or in any way associated with the activities of the program, including transportation and approved vehicle operation when provided.”

RELEASE FROM LIABILITY: “I do hereby fully release and discharge the Lake Forest Recreation Department and the City of Lake Forest and its officers, agents, and employees from any and all claims from injuries, including death, damage or loss which I or my minor child/ward may have or which may occur on account of participation in the program, including transportation and approved vehicle operation when provided.”

INDEMNITY AND DEFENSE: “I further agree to indemnify, hold harmless and defend the Lake Forest Recreation Department and the City of Lake Forest and its officers, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program, including transportation and approved vehicle operation when provided.” In the event of any emergency, I authorize the Lake Forest Recreation Department to secure from any licensed hospital, physician, and / or medical personnel any treatment deemed reasonable and necessary for my minor child’s immediate care and agree that I will be responsible for payment of any and all medical services rendered.”

COVID-19 MONITORING PERMISSION: In consideration of myself and/or my child/ward being allowed to participate in the Activity, I grant the City of Lake Forest, its officials, agents or employees full permission to do a temperature scan on myself and/or my child/ward and monitor for symptoms of COVID-19. I understand and agree that if I and/or my child/ward has a temperature, shows symptoms of COVID-19 or answers any questions in the affirmative, I and/or my child/ward shall not be allowed to participate in the Activity. Extension of Participant Liability Waiver and Hold Harmless Agreement I hereby agree and understand that the terms and provisions of the Participant Liability Waiver and Hold Harmless Agreement contained on the Registration Form is extended to include COVID-19 exposure, infection or the monitoring of COVID-19 exposure as provided above.

ACKNOWLEDGED AND AGREED TO THIS: I have read and fully understand and agree to the above Participant Liability Waiver and Hold Harmless Agreement.

_____ DAY OF _____, 202 _____

AUTHORIZED SIGNATURE: _____

By Participant/Parent/Legal Guardian