

LAKE FOREST



LAKE FOREST PARKS AND RECREATION DEPARTMENT

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 \$302.00 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.

Applicant are required to:

- **Be available for the Camp Summer Session, which runs from 6/9 to 8/8.**
- **Be at least 13 years old (12 if they have completed 7th grade) and a resident of Lake Forest.**
- **Be currently enrolled in 7th, 8th, 9th, or 10th grade.**
- **Have the program fee paid in full.**
- **Submit a completed application form to the Recreation Center by April 12th.**
- **Participate in an interview with the CIT Coordinator.**
- **Attend the mandatory training sessions before camps begin: 5/28 and 5/29 from 6:00 PM to 8:30 PM at the Rec Center, On-site training on 5/31 and 6/6 from 9:00 AM to 3:00 PM**

All applicants must meet all requirements. Failure to meet any of these 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. 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 and August 6th.**

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 (i.e. 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 9 – August 8**. 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 9- August 1**. 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

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 9 – August 1**. 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 9 – August 8**. 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 Center
Full Day K – 6 grades	Tues. Wed. Thurs.	9:00 a.m. – 3:00 p.m.	LF Recreation Center

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 9 – July 31** 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. Twigs does not meet on Fridays

<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 Aaron Dalzot (CIT Coordinator) at 847-810-3930, 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 12 with payment 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.

An 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 Aaron Dalzot, CIT Coordinator, at 847-810-3930.

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

LAKE FOREST

PARKS AND



RECREATION

CIT APPLICATION

LAKE FOREST RECREATION DEPARTMENT
400 HASTINGS ROAD
LAKE FOREST, ILLINOIS 60045
(847) 234-6700

Please print legibly or type all answers.

Personal Info

Name: _____

Address: _____

Phone #: _____

Email address: _____

Grade: _____ Age: _____

Birthday: _____ Shirt Size: _____

Have you been a CIT in the past? Yes No If yes, Camp:

Program Choices

Program 1st Choice: _____ Days & Time: _____

Program 2nd Choice: _____ Days & Time: _____

Why are you applying for the CIT Program?

List any experience that you have had working with children.

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

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

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

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
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

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 12, 2025 at 4:30 p.m.

Signature of Applicant

Date