

Township of Ocean Recreation Office and Project Extend

**Morning Recreation/Project Extend
Counselor In Training
Job Description**

General Information and Qualifications

CIT applicants must be at least 13 years of age at the time of staff orientation. CIT's must be available for the essential dates and times the program is in session and for orientation. A limited number of CIT positions are available. Interested persons must submit an application including written parental permission and be interviewed by the Program Coordinator.

Responsibilities

The Program Supervisors will supervise CIT's. CIT's will be expected to adhere to the Counselor Code of Conduct. The code of conduct will be reviewed at orientation and is available for review at any time. CIT's will aid the program counselors in planning and implementing a variety of recreational activities in a safe setting. CIT's will aid in program instruction and will encourage participants during activities. CIT's may be assigned to work with a variety of grade groups throughout the duration of the program. CIT's will participate in on and off site activities. CIT's will be issued staff shirts that must be worn on a daily basis. CIT's will be expected to perform miscellaneous duties as assigned by their supervisor or the Program Coordinator.

Essential Dates for 2012 Season

Program Dates:

July 2 – August 10, Mondays – Fridays.

Daily Hours:

Morning Recreation 8:30 a.m. – 12:30 p.m.

or

Project Extend 12:00 p.m. – 5:00 p.m.

Staff Orientation:

Wednesday, June 27, 9:00 am – 1:00 pm (West Park Rec.)

Thursday, June 28, 9:00 am – 1:00 pm (West Park Rec.)

CIT's must be present on both dates of orientation.

Please complete
Counselor In Training Application

Township of Ocean Recreation Office
P.O. Box 910
Oakhurst, NJ 07755
(732) 531-2600

Counselor In Training Application

Morning Recreation and Project Extend

Name: _____

Address: _____

Telephone: _____

Age: _____

Grade as of September 2011: _____

Which program are you interested in – Morning Recreation _____ or Project Extend _____

Do you need any reasonable accommodations to perform the responsibilities of this position?

If yes, please explain: _____

Please list reasons why you would like to be a CIT at the Morning Recreation Program or Project Extend Program:

References: Please list three people, other than relatives, who have knowledge of your specialized skills or who have seen you interact with younger children.

Name

Telephone

Please continue on the reverse side

Parent and applicant please read and sign.

CIT's must be at least 13 years of age as of staff orientation. A copy of a birth certificate may be required to verify age.

There are a minimal number of available CIT positions. The Program Coordinator will review completed applications. Selected candidates will then be contacted for an interview.

Counselor in Training is a volunteer position.

Attendance at staff orientation is required.

CIT's are expected to adhere to the Staff Code of Conduct. The Staff Code of Conduct is attached for the applicant and parent to review.

Bus transportation may be available to and from the Morning Recreation Program. If bus service is requested, please discuss it with the Program Coordinator during the interview. CIT's must act responsibly if they are granted permission to ride the bus.

The Program Supervisors and Coordinator supervise the CIT's. If it is determined that a CIT is not performing as expected he or she may be dismissed from the CIT program.

CIT participants assume the responsibilities of all reasonable risks that may exist due to participation in Township sponsored programs.

Applicant Signature _____ Date _____

Parent Signature _____ Date _____

Parent please print:

Parent name: _____

In event of emergency during the program I can be reached at:

Home Telephone number _____

Work Telephone number _____

Other Telephone number _____

*If I cannot be reached, please contact
(Include name, telephone number and relationship to the CIT)*
