



Summer 2019

CIT Program Application Packet

Thank you for your interest in the City of Mesquite's Summer CIT (Counselors in Training) Program!
In order for your application to be considered, please complete the following steps:

1. Review the **CIT Program, Application and CIT Contract** with your parent/guardian.
2. Complete and sign the application and return all items together by **Wednesday, May 1st, 2019 at 5:00 p.m.** to Evans Recreation Center, Dunford Recreation Center, or the Parks and Recreation Administration Office at 1515 N. Galloway Ave. Postmarks will NOT be accepted.
3. A **Teacher Recommendation Form** is also included in this packet. This form is to be completed by a teacher from the current school year. Completed Teacher Recommendations **must** be submitted with the completed application by **Wednesday, May 1st, 2019 at 5:00 p.m.**
4. Upon receipt of the above materials, your information will be reviewed and you will be contacted prior to the **week of May 6th, 2019** regarding a potential interview.

For questions, please contact the CIT Program Coordinator,
Chantal Wynn, at (972) 216-6421, or
Kyle Young, at (972) 204-4968, or
Raymond Reason, at (972) 204-4976.

City of Mesquite Parks and Recreation Department

CIT PROGRAM

PURPOSE:

- To provide an opportunity for teens to work side by side with the recreation staff in the City's summer programs and camps. Staff will emphasize leadership development, teamwork, and professionalism.
- To provide an opportunity for teens to be involved in the community and make a difference in recreation programs while earning community service credit.

PROGRAM DESCRIPTION:

- CIT's will be assigned to one of several recreational summer programs; Kidz Kamp, Sports Camp, Outdoor Adventure Camp, S.T.E.A.M Camp, and the Summer Sizzle special event. CIT's will be supervised while assisting with the planning and facilitation of these programs.
- CIT's must be able to commit to working a **minimum of 130 assigned hours**, with the exception of up to two weeks of pre-approved vacation time.
- After successful completion of the CIT Program, CITs may request letters of recommendation for future employment and/or scholarships.

SELECTION PROCEDURE:

- CIT applications are available at Evans Recreation Center, Dunford Recreation Center, and the Parks and Recreation Administration office or online at www.cityofmesquite.com
- CIT's must be between the ages of **15-17 years old** (as of June 3, 2019) and may not turn 18 years old before August 7th, 2019.
- Qualified applicants will be invited to participate in a 15-minute panel interview.
- CIT's will be selected for their assignments based on their maturity, skill sets, leadership experience, and schedule availability. It is at staff's discretion to place or not place CIT's in a specific program.

RESPONSIBILITIES:

- CIT's must adhere to the rules and behavioral policies outlined in the **CIT Contract**.
- CIT's must attend all mandatory trainings, meetings, and scheduled shifts.
- CIT's will show respect towards the staff, their peers, and the participants with whom they work.
- CIT's will participate and complete the tasks assigned to them to the best of their ability.

IMPORTANT DATES

Wednesday, May 1:	Applications due by 5:00pm
May 6- May 17:	Interviews
Week of May 20:	Notification of CIT status
Tuesday, May 28:	Mandatory CIT Parent Meeting at the Florence Rec Center 7:00 pm
Wednesday, May 29:	Mandatory Training Day 6:00 pm-8:00 pm @ Florence Recreation Center
Saturday, June 8:	Summer Sizzle
Tuesday, August 6:	CIT Recognition at Florence Recreation Center

City of Mesquite Parks and Recreation Department

CIT APPLICATION 2019

NAME: _____ AGE: _____ (as of 6/3/19) BIRTH DATE: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ ZIP CODE: _____

HOME PHONE: _____ GUARDIAN NAME & CELL: _____

SCHOOL (CURRENT): _____ GRADE (CURRENT): _____ T-SHIRT SIZE: _____

School activities I have participated in:

Other related activities (church, scouts, service clubs, etc.):

Please describe any other interests or hobbies:

Dates of summer vacations or other activities (sports camps, band practice, etc.)? _____

Please note: You must list any dates that may conflict with fulfilling your duties as a CIT. These dates will be considered when reviewing your application. More than two weeks of vacation may disqualify you from the selection process.

Have you worked previously as a Counselor in Training (CIT) or volunteered in any capacity for the City of Mesquite? **YES** or **NO** (please circle one). If yes, when, where, and what were your prior experiences?

Have you ever been a participant in a City of Mesquite summer camp program? YES or NO (please circle one). If yes, what year(s) and what location(s)?

State why you would like to become a CIT and note your qualifications:

State what you expect to get out of being a CIT:

On a **scale of 1-4** (1 being the highest), please indicate your preference of program for which to volunteer.

_____ **Kidz Kamp**

Work directly with campers in a fun and active setting. CIT's will motivate campers on the playground, engage in daily activities, set-up gym games, assist with snack and lunch, plus assist in supervising campers on field trips and at the pool.

- **Location:** Dunford Recreation Center
- **Program Dates:** June 3 - August 16, 2019 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *CIT's will be assigned various shifts*
- **Approximately 12-20 hours per week, 130 hours total**
- **4 Positions Available**

_____ **Sports Camp**

Work directly with campers as they explore a new sport each week. CIT's will assist in running drills, games and activities; set-up gym and field games; assist with snack and lunch, plus assist in supervising campers on field trips and at the pool.

- **Location:** Florence Recreation Center
- **Program Dates:** June 3 - August 16, 2019 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *CIT's will be assigned various shifts*
- **Approximately 12-20 hours per week, 130 hours total**
- **4 Positions Available**

Outdoor Adventure Camp

Work directly with campers as they explore the great outdoors. CIT's will assist in facilitating games and activities; set-up crafts and group games; assist in leading hikes, archery activities and ropes course activities. CIT's will also assist with snack and lunch, plus assist in supervising campers on field trips and at the pool.

- **Location:** Camp Rorie Galloway
- **Program Dates:** June 10 - August 16, 2019 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *CIT's will be assigned various shifts*
- **Approximately 12-20 hours per week, 130 hours total**
- **4 Positions Available**

S.T.E.A.M Camp

Work directly with campers as they explore a different science, technology, engineering, art, or math related theme each week. CIT's will motivate campers on the playground, engage in daily activities, set-up gym games, assist with snack and lunch, plus assist in supervising campers on field trips and at the pool.

- **Location:** Rutherford Recreation Center
- **Program Dates:** June 3 - August 16, 2019 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *CIT's will be assigned various shifts*
- **Approximately 12-20 hours per week, 130 hours total**
- **4 Positions Available**

Summer Sizzle- ALL CIT's

Saturday, June 8, 2019

CIT's will assist in children's game areas
and will be assigned work shifts between
3:30pm-10:00pm.



2019 CIT CONTRACT

Please place your initials on the line next to each statement indicating that you have read and agree to adhere to our policies.

As a 2019 Summer Counselor in Training (CIT) for the City of Mesquite Parks and Recreation Department,

I, _____
(Print name)

- _____ Will be **punctual** for all programs, special events, and meetings. (If you are unable to attend any mandatory training days for the program for which you wish to volunteer, you may forfeit your position as a CIT and may not be eligible to collect any community service hours you may have performed).
- _____ Will show **respect** towards the staff, my peers, and the participants with whom I work. Inappropriate behavior or offensive language is not to be used at any City activity or event.
- _____ Will be **dependable** by working all shifts that I am scheduled for and will give 24 hour notice to my supervisor if a problem arises which would prevent me from performing my duties.
- _____ Will **actively** participate and complete the tasks assigned to me to the best of my ability.
- _____ Will make **efficient** use of my time by seeking out ways in which I may help others after completion of my own responsibilities.
- _____ Will **dress** appropriately (CIT t-shirt and/or other required attire) and maintain a clean appearance. (Khaki shorts/pants, CIT Badge)
- _____ Will **notify** staff should a personal problem cause you to be unable to perform your duties as a CIT.
- _____ Will maintain a positive attitude and remain flexible to change.

continued

Failure to comply with the CIT Contract will result in the following consequences:

1st Violation

Verbal warning and review of contract. Staff will discuss the inappropriate behavior/conduct with the CIT and review the expectations and responsibilities of their position.

2nd Violation

Staff will make a **phone call to parent to discuss inappropriate behavior/conduct and/or failure to meet the expectations and responsibilities of the CIT Program.**

3rd Violation

Reduction of hours and in office meeting between staff, CIT, and parent/guardian.

4th Violation

Dismissal of CIT.

- Violations will be noted on the CIT's formal evaluation at the end of the summer.
- The Recreation Department reserves the right to handle extreme violations of the CIT Contract with their own discretion.
- In situations where the CIT' actions jeopardize the safety of anyone involved in our programs, the CIT will be immediately dismissed.

I, _____, have read the above policies and understand that violation of the CIT Contract rules may result in disciplinary action, up to and including my removal from the CIT program.

CIT Name (print)

CIT Signature

Date

Parent/Guardian Name (print)

Parent/Guardian Signature

Date



City of Mesquite Parks and Recreation Department
CIT PROGRAM

TEACHER RECOMMENDATION

The Counselor in Training (CIT) Program provides an opportunity for teens to work alongside recreation staff in the City’s summer programs and camps. As a key component in the success of our Summer CIT Program, CIT’s are expected to be mature, responsible, and reliable individuals capable of working well with others. In order to ensure these qualities, we require each applicant to submit a teacher recommendation, which will be considered when his/her application is reviewed. This evaluation is a confidential document, which will help us determine the individual’s strengths and weaknesses. Please be sure to record some of your own personal comments, as this could be a determining factor in whether or not an individual is accepted into our CIT program. Your time and thoughts are greatly appreciated. Please contact Chantal Wynn (972) 216-6421 with any questions.

Student’s Name: _____
Teacher’s Name: _____ Subject Taught: _____
School Name: _____ School Phone Number: _____
School Address: _____

Please rate on a scale of 1 - 5:	1 = Needs Improvement	5 = Excellent
Ability to complete tasks in a timely fashion	1 2 3 4 5	
Attitude towards peers and teachers	1 2 3 4 5	
Ability to work well with others	1 2 3 4 5	
Maturity and recognition of personal responsibilities	1 2 3 4 5	
Responds well to direction	1 2 3 4 5	
Responds well to discipline	1 2 3 4 5	
Is punctual and has a good attendance record	1 2 3 4 5	
Maintains a positive attitude	1 2 3 4 5	

Overall recommendation: (check one) RECOMMEND DO NOT RECOMMEND

Please write a few comments about this student (attach additional page if needed):

Recommendations must be received by Wednesday, May 1, 2019 at 5pm.
Evans Recreation Center,
Dunford Recreation Center, or
Parks and Recreation Administration Office at 1515 N. Galloway Ave