



SPRINGFIELD TOWNSHIP  
DEPARTMENT OF PARKS & RECREATION  
1510 Paper Mill Road, Wyndmoor, PA 19038  
215-836-7600 www.springfieldmontco.org

## Kidz Klubhouse - Counselor in Training (C.I.T) Summer 2023

**POSITION:** Kidz Klubhouse Counselor In Training (C.I.T.)

**SPRINGFIELD TOWNSHIP MISSION:** The mission of the Springfield Township Parks and Recreation Department is to enrich the quality of life by providing year-round leisure opportunities through diverse recreation activities, parks, and facilities that promote health, wellness and education inclusive of all residents of Springfield Township.

**APPLICATION TIMELINE:** Applications open Monday, January 30, 2023 and close Monday, April 3, 2023  
*Or until full. Application are accepted on a rolling basis. Applications will not be accepted prior to January 30.*

### QUALIFIED APPLICANTS

- Applications are open to those entering 7th grade and up

**OPPORTUNITY SUMMARY:** The Counselor In Training Program is for teens that are too old for camp and not old enough to be a counselor. This program is geared to develop leadership skills and a basic understanding of camp operations. Although this is an unpaid position, CITs are an important part of camp operations. CITs are responsible for aiding counselors in every facet of camp such as set-up/clean-up, planning activities, helping campers with small tasks, etc. CITs will assist in supervision of campers and help enhance the camp experience.

### WHAT IS SPRINGFIELD LOOKING FOR?

In designing a Counselor In Training program, the objective is to develop the following traits in each trainee:

- A well-rounded, empathetic and mature young person
- An understanding of people, particularly of children and self through:
  - *Training and program experience*
  - *A group experience with peers*
  - *Group discussions and activities with camp staff*
- Respect and acceptance for all people and children, with appreciation of diversity
- The ability to have fun while learning and teaching

### TIME COMMITMENT

- Kidz Klubhouse is hosted Monday through Thursday beginning June 26 - August 3 (6 weeks)
- Campers arrive from 9:00 am – 12:00 pm, Staff and CITs arrive at 8:15am and will depart around 12:15pm
- Staff Training – Date and Time are TBD (CITs are highly encouraged to attend)
- Week 1: Monday, June 26 – Thursday, June 29
- Week 2: Monday, July 3 – Thursday, July 6 (no camp July 4)
- Week 3: Monday, July 10 – Thursday, July 13
- Week 4: Monday, July 17 – Thursday, July 20
- Week 5: Monday, July 24 – Thursday, July 27
- Week 6: Monday, July 31 – Thursday, August 3
- CITs may select as many or as few weeks as desired

**DUTIES AND RESPONSIBILITIES:** C.I.T.'s will gain an understanding for what a camp counselor's daily duties consist of, how to plan, organize and supervise activities and children. Successful participation in this program may be a "stepping stone" to future employment with Springfield P&R in one of our future summer camps.

**APPLY:** Complete applications may be submitted to Emily Baiada via email at [ebaiada@springfieldmontco.org](mailto:ebaiada@springfieldmontco.org). Hard copy applications will be accepted at the Springfield Township Municipal Administration Building: 1510 Paper Mill Road, Wyndmoor, PA 19038.

**APPLICANT REQUIREMENTS:**

- The **Applicant** interested in the role shall complete the application – not a parent or guardian.
- Applicants must have a pre-existing account on RecDesk
- Applications are open to those entering 7th grade and up.
- Submit completed Program Application.
- Submit one (1) letter of recommendation from a non-family reference.
- Interview with Program Coordinator and/or Camp Director
- Attend Camp Staff Training (upon acceptance into the C.I.T program).

**APPLICATION PROCESS:**

- Submit completed application to Springfield Township Parks and Recreation. Completed applications include the CIT Program Application Form and one (1) letter of recommendation from a non-family.
- Open positions are based on how many CITs return from the previous year.
- Applications are accepted on a rolling basis. Rolling acceptance means the Township will review applications as they are received by the office. Once a complete application is received, the Township will schedule interviews. Positions will be filled with qualified applicants on a first come, first serve basis.
- Springfield Township Parks and Recreation Department recommends applying early as space is limited.



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## C.I.T. PROGRAM APPLICATION

Springfield Township considers all applicants for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, the presence of a non-job related medical condition or disability or other legally protected status.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_ Grade in Sept./2023: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Circle the Age Group You Most Prefer to Work With:      *Age 6*      *Age 7-8*      *Age 9 - 12*

Check which weeks you will attend:

- Week 1 – June 26 to June 29
- Week 2 – July 3 – July 6 (no camp July 4)
- Week 3 – July 10 – July 13
- Week 4 – July 17 to July 20
- Week 5 – July 24 to July 27
- Week 6 – July 31 to August 3

T-shirt Size: (circle one)(all sizes are adult)      *Small*      *Medium*      *Large*      *X-Large*      *2XL*

### EDUCATION

	Grade School (Elementary/Middle)	Trade / High School
School		
Name/Location		
Years Completed		

Describe any specialized training, apprenticeship, skills and extracurricular activities: \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **REFERENCES**

Give the name, email address and telephone numbers of three references that are not related to you and are not previous employers:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **EMPLOYMENT EXPERIENCE**

Please start with your present or last position, include any job-related military service assignments and volunteer activities. You may exclude memberships that reveal sex, race, religion, national origin, age, ancestry or disability or other protected status.

Employer: \_\_\_\_\_ Length of Service: \_\_\_\_\_

Position/Title: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Work Performed: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### **SKILLS AND QUALIFICATIONS**

Summarize job-related skills, languages, and qualifications acquired from employment or other experiences:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICANT STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This includes reference checks of previous employers.

I am not under any restrictions by virtue of an employment agreement with a former employer that would limit my functions or performance.

This application shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitutes an employment contract unless the employer and employee in writing to that effect execute a specific document.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

I understand that the Counselor In Training position is an educational program that exposes those enrolled to the responsibilities of a Camp Counselor. I understand that this is an active and learning position with the Springfield Township Parks and Recreation Department. I understand that I will be responsible for assisting the Summer Camp staff in activities, games and crafts with camp participants. I also understand that completing this program does not “guarantee” a seasonal, paid Summer Camp position in the future.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_