

Alpharetta Recreation Parks and Cultural Services

2020 Counselor In Training dates to remember

- March 2 CIT Handbook/Application available
- April 17 **LAST DAY to submit completed application (pages 7-8) and a Minimum of two reference check forms (page 9) Forms must be submitted to Alpharetta Community Center no later than 4:30pm.**
- April 20-24 Staff Review of Applications and Selection of Candidates for Interviews
- April 27-May 1 CIT Interviews Scheduled
- May 4 CIT's selected and notified by staff
Candidates chosen to participate in the CIT program will be notified by phone. Candidates interviewed but not selected will be notified by mail.
- May 26-28 Staff Orientation and Training (**mandatory**)
- June 1 First day of camp
- June 29-July 3 No camp
- August 7 Last day of camp

ALPHARETTA COMMUNITY CENTER INFORMATION
175 Roswell Street
Alpharetta, GA 30009
(678) 297-6100



ALPHARETTA RECREATION AND PARKS DEPARTMENT COUNSELOR IN TRAINING HANDBOOK

Alpharetta Recreation and Parks Department strives to promote the highest quality recreation programs and park facilities to our citizens consistent with our core values of Excellence, Stewardship, Integrity, Service and Loyalty.

I. OBJECTIVE OF THE COUNSELOR IN TRAINING PROGRAM

The Counselor in Training Program ("CIT") was developed to give young people age 14-15 years' old who reside in the City of Alpharetta the opportunity to acquire leadership skills through involvement in the City of Alpharetta Recreation and Parks Department ("ARPD") Summer Camp Program. Being selected for a CIT position is a privilege not a right. It is an opportunity for young people to develop valuable life and work skills.

Being involved with our day camp program is a serious commitment of time, energy, and responsibility. CIT's are unpaid volunteer positions with ARPD, but they must adhere to the same code of conduct as Camp Counselors and will be held accountable for their behavior. CIT's are expected to meet and exceed the expectations of the program which are as follows:

- Take responsibility for your own actions as well as those of your assigned group;
- Present yourself as a good role model for campers and other CIT's;
- Respect members of the ARPD staff, summer staff, campers, and fellow CIT's;
- Adhere to the rules and guidelines set forth for the CIT program; and
- Take your position at the Wills Park Summer Day Camp seriously and perform to the best of your ability.

II. COUNSELOR IN TRAINING CANDIDATE QUALIFICATIONS

- A. CIT candidates must be age 14, as of the first day of camp.
- B. CIT candidates must be City of Alpharetta Residents (reside within the taxing limits of the City of Alpharetta)
- C. CIT candidates must be available to interview in person on the scheduled interview date.
- D. CIT candidates must possess a high degree of responsibility, maturity, reliability, and enthusiasm.

- E. CIT candidates must complete and submit applications and a minimum of two reference check forms by the established deadline.

III. BENEFITS TO THE COUNSELOR IN TRAINING

The CIT Program will provide young people with valuable work experience in a fun, relaxed atmosphere. Qualified CIT candidates will gain experience in the process of applying for a job including completing an application and interviewing for the position. If successful, CIT's may use this experience for future job references, college applications, and/or scholarship applications. ARPD will provide transportation and admission fees for CIT's on all Summer Day Camp field trips.

IV. JOB DESCRIPTION, FUNCTION, AND DUTIES

- A. Purpose: To assist Summer Camp Counselors in the provision of a quality summer camp program for children ages 5 to 13.
- B. Function: Works under the general supervision of the Camp Director.
- C. Duties:
 - 1. Adhere to policies and procedures set forth by ARPD and the Summer Camp Program.
 - 2. Assist Camp Director and Counselors in the supervision of assigned campers. CIT's are not allowed to supervise campers alone or to implement disciplinary action toward campers.
 - 3. Assist Counselors in conducting activities. CIT's must actively participate in planned activities.
 - 4. Distribute arts and crafts supplies to campers.
 - 5. Distribute equipment and take supplies to the activity fields as needed.
 - 6. Assist Counselors in the clean-up and set up of program areas.
 - 7. Maintains camp equipment and supplies.
 - 8. Reports issues pertaining to camp programs, campers, facilities, and any other concerns to Counselors/Staff.

V. TRAINING REQUIREMENTS

CIT's are required to attend all orientation and training sessions. The training dates will be May 26-28.

VI. FINANCIAL REQUIREMENTS

There is no fee to participate in the CIT Program. Staff shirts will be provided. CIT's should bring lunch and two snacks each day.

VII. HOURS OF WORK

Wills Park Summer Day Camp CIT's work Monday through Friday from 9:00am to 4:00pm, June 1, 2020 - August 7, 2020. CIT's have the option of also working from 7:30am to 9:00am and/or 4:00pm on to 5:30pm on any given day. There will be no camp June 29-July 3.

VIII. DRESS CODE & CELL PHONES

All CIT's are required to have a neat and professional appearance that reflects well upon ARPD. ARPD provides three staff shirts. Staff shirts are to be worn every day. **Soffe shorts are not acceptable to wear to summer day camp (must be no more than 2 inches above the knee).** Athletic shoes or any rubber-soled shoes with socks must be worn. The following attire is not appropriate: cut-off shorts, clothes with holes, sandals (except during swim time), two-piece swimsuits. Hats may be worn with the bill facing forward. Earrings are to be worn only in the ears. CIT's who do not adhere to the dress code will be sent home to change (or parents will be called to pick them up from camp). Repeated violation of the dress code is grounds for dismissal from the program.



The use of cell phones, i-Pods, tablets, pagers, and other similar electronic devices is not permitted while on duty without pre-approval of the Camp Director. CIT's are advised to leave these items at home. ARPD is not responsible damage or loss of property. **Parents who wish to speak with their CIT may call the Alpharetta Community Center at 678-297-6100. These calls should be limited only to urgent matters involving the CIT.**

IX. ABSENTEEISM POLICY



If a CIT cannot work due to illness or other emergency factors, it is mandatory that the absence be reported to the Camp Director at least one hour ahead of planned work schedule. CIT's will be allowed to take limited time off (maximum of one week) to participate in family vacations or other recreational

interests as long as the Camp Director or ARPD staff is notified at least **three days in advance. Two unexcused absences may result in dismissal from the program.** CIT's must call the Camp Director, Assistant Director, or Recreation Supervisor if they are going to be late or unable to report to duty. **Notifying a counselor or another CIT is NOT acceptable.**

X. TRANSPORTATION

Parents/Guardians **MUST** provide transportation to and from camp. CIT's are expected to report to camp at their scheduled time. Camp staff is not permitted to provide transportation for CIT's without written permission from a parent/guardian.

XI. DISCIPLINARY PROCEDURES

ARPD staff has established the following policies and related procedures to ensure unacceptable behavior is promptly addressed and corrected. ARPD will dismiss CIT's who do not correct their behavior after an opportunity to do so. Grounds for Action: Grounds for oral reprimand, written reprimand, suspension, or dismissal include but are not limited to the following: A. Carelessness or lack of attention in following supervisory instructions.

B. Inconsiderate attitude or actions in dealing with the public, supervisors, staff or campers including horseplay (tickling, punching, throwing sodas, etc.) or harassment (any unwanted physical contact or inappropriate verbal comments)

C. Violation of the dress code.

D. Use of abusive language and/or rudeness.

E. Careless or improper use of City property or equipment.

F. Physically harming or threatening a camper or other staff member.

G. Reporting to work under the influence of drugs and/or alcohol.

H. Smoking while on the job or on City property.

I. No call, no show - failure to report to work without proper notification.

J. Other such actions that create an unpleasant/hazardous/unsafe situation or violate the law.

K. **Use of cellphones, i-Pods, tablets, Gameboys or any other electronic devices during camp without prior approval of Camp Director.**

Disciplinary Action: CIT's may be dismissed immediately and without warning for violent/threatening behavior and/or major violation of ARPD's Code of Conduct and/or camp rules and regulations. For minor violations, the following steps may be used in the disciplinary process:

First Incident: Written warning by ARPD and/or Camp Director. All written warnings will be communicated to the CIT's parents/guardians and kept in the CIT's file at the Center. Staff will meet with the CIT and parent to discuss the issue and corrective action expected of the CIT.

Second Incident (can be a first incident of a different minor violation): The CIT will be immediately dismissed from the program.

XII. WEEKLY CALENDAR OF ACTIVITIES

CIT's will be given a schedule of activities at the beginning of each week. CIT's and staff should adhere to the camp schedule, making changes when deemed necessary.

XIII. CHILD ABUSE REPORTING LAW

Volunteers who work with children are required by law to report suspected child abuse. The mandatory reporting requirement is a provision in HB 1176, the criminal justice reform bill signed by Governor Nathan Deal on May 2, 2012. Specifically, HB 1176 changed the definition of "child service organization personnel" to include volunteers. The law defines "child service organization personnel" as persons employed by or volunteering at a business or an organization, whether public, private, for profit, not for profit, or voluntary, that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children."

WILLS PARK SUMMER DAY CAMP
2020 COUNSELOR IN TRAINING APPLICATION

Name _____ Date of Birth _____ Age _____

Address _____ City _____ Zip _____

Primary Phone _____ Sex (Check One) M F

Parent/Guardian _____ Phone _____

Parent/Guardian _____ Phone _____

Primary Email _____

School _____

Please answer the following questions to the best of your knowledge:

1. Why are you interested in being a CIT?

2. Describe any experience you have supervising children age 5 to 13 (i.e. sibling, babysit, church nursery worker, etc.).

3. What qualities do you think make an effective leader?

4. How would a camper benefit from spending two weeks in camp with you?

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Training Handbook

5. List five reasons the City of Alpharetta should select you for a CIT position?

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____

6. What are your expectations of the CIT program?

7. Please note any additional information you feel would improve your chance of being selected for a CIT position.

By signing below, I acknowledge I have read and understand the terms and conditions outlined in the Alpharetta Recreation and Parks Department Counselor in Training Handbook. The information provided in the CIT application is true and correct to the best of my knowledge. I understand if I am selected to be a CIT, I must adhere to the guidelines set forth by ARPD and the CIT program.

Signature of Applicant _____ Date _____

By signing below, I acknowledge I have read and understand the terms and conditions outlined in the Alpharetta Recreation and Parks Department Counselor in Training Handbook. The information provided by my child in the application is true and correct to the best of my knowledge. I understand if my child is selected to be a Counselor In Training, he/she must adhere to the guidelines set forth by ARPD and the CIT program. I also understand the risk involved and will not hold the ARPD staff, volunteers, and/or participants liable for any accident or injury resulting from my child's participation in the program. I hereby give the ARPD permission to take photographs of my child or photographs in which he/she may be involved with others without compensation to my child and/or me. These photographs may be used by ARPD for promotional and information purposes in print, on the City of Alpharetta website, and in other media.

Signature of Parent/Guardian of Applicant _____ Date _____

***Wills Park Summer Day Camp
Counselor In Training***

REFERENCE CHECK

(must be submitted with completed application)

CIT Candidates must submit reference checks from a minimum of two (2) people age eighteen (18+) other than parents or any relative who will provide a reference. Examples of references include a teacher, guidance counselor, pastor, etc.

CIT CANDIDATE NAME _____

REFERENCE NAME _____

How long and in what capacity have you known the candidate? _____

Do you consider the candidate reliable and trustworthy? Yes No

Rate the candidate on the following characteristics:

- | | <u>Excellent</u> | <u>Good</u> | <u>Average</u> | <u>Poor</u> | <u>NA</u> |
|-------------------------------------|------------------|-------------|----------------|-------------|-----------|
| 1. Problem solving skills | | | | | |
| 2. Acceptance of responsibility | | | | | |
| 3. Leadership capacity | | | | | |
| 4. Creative ability | | | | | |
| 5. Motivation | | | | | |
| 6. Self-discipline | | | | | |
| 7. Ability to get along with others | | | | | |
| 8. Oral communications skills | | | | | |
| 9. Overall potential as a CIT | | | | | |

Describe your assessment of the candidate's capacity for success as a CIT as well as his or her overall character.

REFERENCE SIGNATURE _____ DATE _____

PHONE _____ EMAIL _____