Counselor-In-Training Program – Camp Heartwood (HRH YMCA)
Youth Development YMCA
2019

Overview:
The YMCA of Greater Indianapolis has made a commitment to provide older youth and teens with leadership development opportunities in our YMCA programming efforts. A Counselor-In-Training program creates this opportunity for participants to develop leadership and job skills, as well as developing a future source of counselors who have been trained in YMCA leadership and program methods.

CITs must enjoy working with children, have a positive attitude, want to learn and practice leadership skills under close adult supervision, and be a good role model for campers working under the supervision of a Senior Counselor and aiding counselors during the camp day.

Program Components:

- A formal application, interview, screening, and selection process is followed.
- Participants in the program are between ages 14-17.
- CITs and their parents must read and sign Code of Conduct policies.
- CITs must complete the YMCA day camp enrollment process and application packet.
- CITs will be signed in and out each day by an authorized pick-up person.
- The program fee is $200 (members) or $249 (non-members) for a 3 week session.
- CITs will be supervised by their designated counselor, and by the Day Camp Director or designated representative.
- CITs will be provided time to learn and practice leadership skills such as teaching leading opening & closing ceremonies, singing songs, demonstrating sports skills, etc.
- CITs are NEVER to be left alone with campers.
- CITs will be partnered with camper groups of 10 years of age and under.
- CITs will be evaluated mid-session and at the end of the session.
- CITs will have the opportunity to become certified in CPR/AED and First Aid
- CITs must have completed at least one summer in the CIT program with satisfactory performance to be considered for a Junior Counselor or Counselor position.
YMCA of Greater Indianapolis
Youth Development YMCA
Counselor-In-Training (CIT) Program
Application Process

The YMCA of Greater Indianapolis Counselor-In-Training program creates an opportunity for youth to develop leadership and job skills. Participants in CIT programs are between the ages of 14 and 17. They must enjoy working with children, have a positive attitude, and want to learn. They will practice leadership skills under close adult supervision and must be good role models for younger campers. CIT participants work under the supervision and support of Directors and Counselors.

For youth/teens to be considered for acceptance into the CIT leadership development program, the following will occur:

- **Complete application in full and return it to the Youth Development YMCA By: May 20, 2019.**
- Distribute the Request for Reference to three people and have them mail it to the Katie Teal at 615 North Alabama, Street Suite 400, Indianapolis, Indiana 46204. References completed by family members will not be accepted. The return address and email is provided on the form. **The Deadline for CIT applications and letters of reference is:** May 20, 2019.
- Parents and CIT candidates will read, acknowledge and accept the items as listed in the code of conduct prior to finalization of program.
- Candidates must be able to commit and complete, at minimum, a 3-week session either the weeks of June 10-June 28 or the weeks of July 8-July 26.
- CITs will need to successfully, according to guidelines, pass CPR/AED and First Aid Certification courses through the YMCA.
- CITs should attend staff meetings, Family Nights and Special Events.

**If selected for the CIT Program, a fee of $200 for members and $249 for non-members for a 3 week session will apply. Any additional sessions will hold the same fee.**

Please call Katie Teal at (317) 771-0015 with any questions.

We are looking forward to receiving your application!
YMCA of Greater Indianapolis
Youth Development YMCA
Counselor-In-Training (CIT) Program
Application

The YMCA of Greater Indianapolis CIT program is to build leadership and character development through a worthwhile camp experience. We are interested in training the finest young men and women to be teachers and role models who will help in developing character in young people. To be considered for a CIT position, you must be between the ages of 14-17.

If you are interested in becoming a Counselor-In-Training, please complete this application, obtain and submit 3 letters of reference and return to the YMCA by: May 20, 2019. If you are a returning CIT, you will only need to submit a letter of good standing from your school.

Please print and fill out completely

CIT Name

(Last)                         (First)                         (Middle)

Home Phone #__________________  Cell Phone #__________________

Address________________________

(Street)  (City)  (State)  (Zip)

Email Address__________________

Birthday__________________  Grade__________________

(Month/Day/Year)  (Just Completed)

Last School Attended:__________________

Parent/Guardian Name________________________

Phone #__________________  Email Address__________________

What are your reasons for wanting to participate in the YMCA CIT program?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

What do you think the responsibilities of a CIT should be?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Have you ever worked in a leadership capacity with children? If yes, please describe.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Please list any previous experiences you have had with children.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
In the following categories, please check all activities in which you can assist in teaching:

_____Cooking  
_____Drama  
_____Soccer  
_____Volleyball  
_____Basketball  
_____Musical Instruments  
_____Gymnastics

_____Group Initiatives/Team Building  
_____Storytelling  
_____Baseball/Softball  
_____Pom/Dance/Cheerleading  
_____Arts and Crafts  
_____Swimming  
_____Outdoor skills

List any extra-curricular activities in which you participate:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Are there any days or times during your intended session that you would not be able to attend the program?
________________________________________________________________________

*In order to complete the application process, we must have three written reference letters returned to the Youth Development YMCA. References will not be accepted from family members.

Packet needs to be completed by no later than May 20, 2019 for consideration and possible interview process.

I certify the facts set forth in this CIT application are true and complete to the best of my knowledge. I understand if accepted, false statements on this application shall be considered sufficient cause for dismissal. My parent/guardians and I have read and will sign the codes of conduct if selected for participation in this program.

Applicant Signature_________________________________________  Date___________

Parent/Guardian Signature____________________________________  Date___________
Counselor-In-Training Program  
YMCA of Greater Indianapolis  
Request for Written Reference

________________________ has applied for a position as a Counselor-In-Training (First and last name of applicant) at the Youth Development YMCA.

Please let us know how you know this applicant, how long you have known them and in what capacity.

Your assessment of his/her abilities in the following areas would be greatly appreciated. Please include your thoughts regarding this applicant. Some areas to note might be: sense of humor; initiative; dependability; working with peers; leadership; communication; flexibility; tact; outdoor skills; working with children; persistence; enthusiasm; demonstration of the YMCA values of Caring, Honesty, Respect and Responsibility.

Please also include if you have any reservations in recommending this applicant, and why, and any additional information that may help us get to know the applicant better.

Name of person completing this form___________________________
Phone Number__________________

Thank you for taking the time to help us get to know the applicant and have a better understanding of who they are and what they are capable of becoming.

Please send your letter back by:  May 20, 2019

Please send this back to:  Katie Teal at 615 North Alabama Street, Suite 400, Indianapolis, Indiana 46204
Counselor-In-Training Program
YMCA of Greater Indianapolis
Request for Written Reference

_________________________ has applied for a position as a Counselor-In-Training
(First and last name of applicant) at the Youth Development YMCA.

Please let us know how you know this applicant, how long you have known them and in what capacity.

Your assessment of his/her abilities in the following areas would be greatly appreciated. Please include your thoughts regarding this applicant. Some areas to note might be: sense of humor; initiative; dependability; working with peers; leadership; communication; flexibility; tact; outdoor skills; working with children; persistence; enthusiasm; demonstration of the YMCA values of Caring, Honesty, Respect and Responsibility.

Please also include if you have any reservations in recommending this applicant, and why, and any additional information that may help us get to know the applicant better.

Name of person completing this form_________________________
Phone Number__________________

Thank you for taking the time to help us get to know the applicant and have a better understanding of who they are and what they are capable of becoming.

Please send your letter back by: May 20, 2019

Please send this back to: Katie Teal at 615 North Alabama Street, Suite 400, Indianapolis, Indiana 46204
Counselor-In-Training Program
YMCA of Greater Indianapolis
Request for Written Reference

__________________________________________
(First and last name of applicant)

has applied for a position as a Counselor-In-Training
at the Youth Development YMCA.

Please let us know how you know this applicant, how long you have known them and in what capacity.

Your assessment of his/her abilities in the following areas would be greatly appreciated. Please include your thoughts regarding this applicant. Some areas to note might be: sense of humor; initiative; dependability; working with peers; leadership; communication; flexibility; tact; outdoor skills; working with children; persistence; enthusiasm; demonstration of the YMCA values of Caring, Honesty, Respect and Responsibility.

Please also include if you have any reservations in recommending this applicant, and why, and any additional information that may help us get to know the applicant better.

Name of person completing this form________________________________
Phone Number______________________

Thank you for taking the time to help us get to know the applicant and have a better understanding of who they are and what they are capable of becoming.

Please send your letter back by:  May 20, 2019

Please send this back to:  Katie Teal at 615 North Alabama Street, Suite 400, Indianapolis, Indiana 46204
Counselor-In-Training Program
YMCA of Greater Indianapolis
Youth Development YMCA
CODE OF CONDUCT

The Counselor-In-Training program is designed to identify and develop young people to possibly become counselors in the YMCA Day Camp program. Each CIT has the responsibility to uphold high standards of behavior and conduct while participating in this program. As a CIT, each young person is looked at as a positive role model by our campers. The following Code of Conduct has been developed to assist CITs in knowing their responsibilities.

1. I will be courteous at all times when working with other CITs, camp staff, campers, and all other YMCA employees.

2. I will listen and follow directions given to me by the camp staff and other YMCA employees.

3. I will ask for assistance when I need it.

4. I will not put myself or any other camper at risk.

5. I will have fun in ways that are safe to camp, others, and myself.

6. I will take my leadership training seriously. Through my actions, I can have a positive impact on young lives.

7. I will follow all YMCA rules at all times.

8. I will accomplish all duties that are given to me and then report back to my counselor. I will not neglect my duties.

9. I acknowledge and accept the following violations, if committed, are subject to progressive counseling and/or dismissal from camp as directed by the YMCA staff.
   A. Use of profanity
   B. Blatant disobedience
   C. Possession or use of alcohol, cigarettes, or other drugs
   D. Violent behavior, such as hitting, fighting, etc.
   E. Public display of affection
   F. Behavior placing other campers at risk
   G. Talking, texting or using my cell phone while working

10. Progressive counseling will consist of the following procedures unless the severity or repetition of incident requires other action concerning suspension and/or expulsion:
    A. Counselor or Camp Director will call parent to inform of behavior
    B. Camp staff (Camp Director/Counselor/Program Director) will meet with parent regarding behavior
    C. Child will be suspended from camp and subject to review by the Program Director and will result in a second meeting with parents and staff (to include Program Director)
    D. Parents will meet with Program Director regarding expulsion from camp.

CIT Signature: ____________________________________________

Parent Signature: _________________________________________