

Counselor – in – Training (CIT) Application Packet **DEADLINE: March 30**

Thank you for your interest in the Briarcliff Manor Recreation Day Camps. Briarcliff Recreation is interested in hiring persons who sincerely enjoy working with children. These positions require hardworking, dynamic individuals who have excellent skills interacting with children.

Here is all the information you need to apply for a Counselor-in-Training (CIT) position: CIT's are **not** paid but will receive community service for the time put in. Briarcliff Residents who are selected as CIT's will also receive a free pool pass. CIT's are placed in either Tree Camp (Kindergarten & 1st graders) or Super Camp (2nd – 4th grade).

Requirements:

- ☺ 15 years old and entering 10th or 11th grade in September 2012.
- ☺ Have at least 2 years experience as a camper (not necessarily Briarcliff Camps)
- ☺ Must be available for the entire 5 weeks of camp July 2nd – August 3rd.
- ☺ Attend all orientations: June 5th & June 28th

General Responsibilities (but not limited to)

- ☺ Assist the group or specialist in day to day activities.
- ☺ Work closely and **actively** participate with the specialists and head staff to assist with the group.
- ☺ Assist in conducting a wide range of games and activities geared to the age and skill level of the campers.
- ☺ Must participate in all camp activities, **including the pool, even on chilly days.**

Application Process

1. Fill out attached application; All sections must be filled out.
2. Get **two (2)** references – One **CHILD CARE** reference (babysitting, nursery school, CCD or Hebrew school assistant, etc) and One personal reference (teacher, coach, guidance counselor, etc). Your relatives CANNOT be a reference!!! Interview Hint: If you are going to tell me that you babysit in your interview, be prepared to have a reference from that person. Give your references the attached guideline sheet to fill out and have **them** send it back to me **directly!** These should not come back with your application. Make sure you sign the bottom of the reference sheet.
3. Obtain 14/15 year old working papers from your school.
4. All applications, references **and** working papers MUST be received by **March 30th**. It is your responsibility to check in with Karen to make sure all references have been received. Interviews will be done between April 2nd and April 20th. A parent must accompany you to this interview.

Please be sure to include your e-mail address (checked regularly) on the application.

Any questions, please contact Karen directly at 941-6560 or kkuzio@briarcliffmanor.org

PLEASE NOTE: The number of positions will vary according to camper registration numbers and will be very limited. Decisions will not be made until the second week of May.

**Applications (and supporting documents) are due to Karen
by Friday, March 30th.**

FORMER EMPLOYERS [LIST BELOW THREE EMPLOYERS, STARTING WITH LAST ONE FIRST]

Name and Address of Present or Last Employer:		
Number of Years with this Employer:	Weekly Starting Salary:	Weekly Final Salary:
Job Title	May we contact supervisor?	
Name and Title of Supervisor	Phone No.	
Description of Work		
Reason for Leaving		
Name and Address of Present or Last Employer:		
Number of Years with this Employer:	Weekly Starting Salary:	Weekly Final Salary:
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Description of Work		
Reason for Leaving		

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR:

NAME	ADDRESS AND PHONE NO.	BUSINESS	YEARS ACQUAINTED
1			
2			
3			

I certify that the facts and responses set forth in this application, or otherwise made by me, are true and complete to the best of my knowledge and belief. I authorize the investigation of all statements contained in this application, or otherwise made by me, as may be necessary in arriving at an employment decision. I understand that any false statements made by me constitute sufficient cause for rejection of this application or, if I am employed, grounds for dismissal. I also understand that this application for employment is not a contract and is not intended to confer or create contractual rights of any kind or nature. If employed, employment is on an at-will basis and may be terminated at any time and for any reason, except as provided by New York Civil Service Law and/or an applicable collective bargaining agreement. I hereby authorize the Village to contact prior employers to make inquiries and obtain information, including personnel files, relevant to my performance and abilities as an employee. I hereby release all prior employers from any and all claims, including but not limited to claims of defamation, associated with the release or disclosure of such information to the Village.

Date: _____ Signature: _____

Briarcliff Manor Recreation Department
Applicant Reference Form – CIT & Counselor

Applicant's Name _____

Reference's Name _____ Phone #: _____

This person has applied for a position at Briarcliff Manor Recreation Day Camp. This position includes positively interacting with a group of 12 -15 campers as well as cooperatively working with at least 2 other staff members. The candidate must relate well to children in all aspects of the camp day. Please circle the number on the scale that best represents the qualities that you have observed in the applicant. All information given is confidential.

Abilities	Unobserved	Poor		Average		Superior
Responsibility	0	1	2	3	4	5
Dependability	0	1	2	3	4	5
Punctuality	0	1	2	3	4	5
Maturity	0	1	2	3	4	5
Self-Confidence	0	1	2	3	4	5
Ability to accept criticism	0	1	2	3	4	5
Enthusiasm	0	1	2	3	4	5
Initiative	0	1	2	3	4	5
Ability to work with others	0	1	2	3	4	5
Cooperation with Peers	0	1	2	3	4	5
Leadership Ability	0	1	2	3	4	5

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

Would you like this candidate to be your child's counselor or child care provider? Why or Why not?

Strengths or weaknesses? _____

What age group would they work best with and why? (K & 1 or 2 -4 graders) _____

Any reservations about recommending this applicant? _____

Additional comments can be made on the back of this form.

Thank you for you assistance. **Please return directly to:**

Karen Kuzio
Briarcliff Manor Recreation Department
3 Library Road
Briarcliff Manor, NY 10510
Fax: 914-944-2748 or kuzio@briarcliffmanor.org

Signature

Date

I allow the release of the above information _____

Signature of the Applicant

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Applicant Reference Form – CIT & Counselor

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Reference's Name _____ Phone #: _____

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