



## RECREATION DEPARTMENT

Truro Community Center  
7 Standish Way  
North Truro, MA 02652

P.O. Box 2030  
Truro, MA 02666

P: 508.487.1632

Email: [dclements@truro-ma.gov](mailto:dclements@truro-ma.gov)

[www.truro-ma.gov/recreation-beach-department](http://www.truro-ma.gov/recreation-beach-department)

### Counselor-In-Training Information

#### Process to Become a CIT:

To become a Counselor-In-Training, the applicant (not his/her parent/guardian) should contact the Recreation Director, Assistant Recreation Director, or the Summer Program Coordinator to schedule an informal interview. During this interview process, applicants are asked about why they are interested in being a Counselor-In-Training and why they think they would make a good Counselor-In-Training. Information about the position will be provided by the Truro Recreation staff member they meet with. References may be requested.

If the staff member and the applicant feel the position would be a good fit, the applicant and the staff member will then discuss scheduling and the appropriate paperwork must be completed.

Counselors-In-Training must be 15 years old by June 30th in order to be eligible for the position. This position is unpaid. In some cases, the Recreation Department can sign off on community service hours, but this must be pre-arranged with both the Department and the organization assigning the community service hours.

#### Paperwork Required:

- CORI form
- Receipt of Counselor-In-Training Information
- Summer Volunteer Information Form

#### Commitment Required:

CITs may volunteer at their convenience, provided the times they select are mutually convenient for the program. There are no minimum number of hours and no need to have a set schedule, as CITs are not included in our required ratios of staff: participants.

#### Benefits:

- Gain experience working with children (to be used on résumés, applications, etc.)
- Refine skills in childcare and activity planning
- Candidates that demonstrate advanced skills may be considered more favorably when applying for counselor positions in subsequent years
- Obtain volunteer/community service hours (when pre-arranged)
- Highly skilled CITs may request recommendation letters from Recreation Director, Assistant Recreation Director, and/or the Summer Program Coordinator

#### Becoming a Counselor:

The CIT program is a learning experience for the CIT. It does **NOT** ensure a job with the Department. The CIT position is an opportunity for individuals to learn about the Truro Recreation Summer Program, acquire skills and experience working with children, and demonstrate skills and qualities acquired.

#### Rules:

CITs must abide by all program rules in place for the children. Additionally, CITs should conduct themselves in a professional manner, must follow the instructions of staff members to ensure the safety of themselves and the children, and should exercise sound judgment.

It is incredibly important that CITs do not create *more* work for our hardworking staff. CITs that repeatedly require extra staff supervision may be terminated at any time to ensure the safety of all program participants.

For the safety of the CITs and the children, CITs should never be alone with any child or child(ren). Truro Recreation staff undergo orientation, trainings, and CPR/First Aid/AED certifications, which prepare them for certain situations that a CIT may not be prepared for.

CITs are expected to be responsible and mature. It is important that they communicate directly with the staff and supervisors. While we appreciate parents that are supportive of their children, we feel that the best CITs are those that do not require parents/ guardians to schedule their hours, communicate with supervisors, etc. unless in extreme cases.

Failure to abide by rules and exercise sound judgment can result in the immediate termination of the CIT.

Responsibilities:

CITs are helpers, planners, and learners. Their responsibilities are to...

**HELP** staff members by providing additional supervision or physical assistance in preparing activities and/or implementing activities

**PLAN** activities that are age and skill appropriate for different groups of children with the assistance of staff members.

**LEARN** about supervising children, leading activities and planning activities by shadowing staff members, assisting staff members, and working directly with the children.

For example, in past years CITs have participated in teaching the kids a new game, filling up water balloons for Water Day, operating games at Carnival Day, shadowing a counselor during an activity, working directly with one or two children in the art room (under the supervision of staff members), etc.

Fees:

Summer Program fees are waived for CITs.

Please sign and date the bottom of this form and return to Truro Recreation with your CIT paperwork.

I, \_\_\_\_\_, have read and understand this form and understand that being  
(PRINT NAME HERE)

accepted as a Counselor in Training is a privilege and does not entitle me to a job at Truro Recreation.

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SIGNATURE

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DATE