



Now Recruiting for Summer 2023 Program!

Dear High School Student:

The City of Burbank Parks and Recreation Department is recruiting for the Summer Counselor-In-Training (CIT) Program.

The CIT program is a **free** 10-week program for high school students that allows you to:

- Gain valuable work experience in our youth day camp programs
- Enhance your resume
- Earn volunteer service-learning hours
- Have a fun time and give back to the community

Components of the Counselor-In-Training program include daily interaction with children and staff in summer camp programs, hands-on experience working with children, and interactive training sessions. Students will assist and lead arts, crafts, sports activities, games, special events, and more. CIT training sessions will explore activity planning and career opportunities. This experience will help prepare teens for a future career in recreation, education, childcare, or related fields. The Summer 2023 program will run from May 30 – August 11.

In order to complete the program, CIT's must meet the following:

- Complete minimum 10 CIT hours per week at assigned day camp location
- Attend CIT Orientation and two training sessions
- Coordinate and lead three activities per CIT Manual
- Rate satisfactory or above on final evaluation
- May not have more than 3 absences during the 10-week program

To apply, submit a complete application by May 5, 2023:

Online: burbankca.gov/CIT **Email to:** broebuck@burbankca.gov **Delivered to:** Mary Alvord Recreation Center

* Please note: Applicant cannot either presently be or have been declared a ward of the court pursuant to Welfare and Institutions Code § 602; or not either presently be or have been under a program of supervision pursuant to Welfare and Institutions Code § 654.

Finalists will be invited to interview. We will contact you to schedule your interview. If you have a resume and cover letter, please attach it to your application.

Questions? Contact Buster Roebuck at 818-238-5390 or broebuck@burbankca.gov



5) Which two camp sites are your top preferences? Please note that top choices are not guaranteed.

6) Will you be needing time off this summer? Please list any vacations planned. If none, write N/A.

7) Please list any relatives that work for the City of Burbank Parks & Recreation Department. If none, write N/A.

8) Please list any relatives that are also applying for the Counselor-In-Training program. If none, write N/A.

Counselor-in-Training Summer 2023 Program Application

Please check all sites & times you would be able to work throughout the summer.

Mark NT for the locations you do not have transportation to.

McCambridge Summer Daze - 1515 N. Glenoaks Blvd

M/W/F 8:30am -1:30pm		T/TH 8:30am -1:30pm		Other option - specify 5-hour shift and 2 days per week:
M/W/F 1:00 pm -6:00pm		T/TH 1:00 pm -6:00pm		

Robert Gross Park Summer Daze - 2800 W. Empire Ave

M/W/F 8:30am -1:30pm		T/TH 8:30am -1:30pm		Other option - specify 5-hour shift and 2 days per week:
M/W/F 1:00 pm -6:00pm		T/TH 1:00 pm -6:00pm		

Verdugo Summer Daze - 3201 W. Verdugo Avenue

M/W/F 8:30am -1:30pm		T/TH 8:30am -1:30pm		Other option - specify 5-hour shift and 2 days per week:
M/W/F 1:00 pm -6:00pm		T/TH 1:00 pm -6:00pm		

Teen Summer Daze - 3201 W. Verdugo Avenue

M/W/F 8:30am -1:30pm		T/TH 8:30am -1:30pm		Other option - specify 5-hour shift and 2 days per week:
M/W/F 1:00 pm -6:00pm		T/TH 1:00 pm -6:00pm		

Art Experiences Camp - 1100 W. Clark Ave

M/W/F 8:30am -1:30pm		T/TH 8:30am -1:30pm		Other option - 8:30-1:30pm on 2 other days:
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Nature Camp - 2300 W. Walnut Avenue

M/W/F 8:30am -1:30pm		T/TH 8:30am -1:30pm		Other option - 8:30-1:30pm on 2 other days:
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