



Counselor In Training Program

FALL 2025

Dear Student:

The City of Burbank Parks and Recreation Department is recruiting for the Counselor-In-Training (CIT) Program. The CIT program is a 10-week opportunity for high school students to gain valuable work experience, earn service hours, and enhance their resumes.

Components of the CIT program include:

- Daily interaction with City of Burbank staff and program participants in the Afterschool Daze Program.
- Hands-on experience working with children and leading various activities.
- Interactive training sessions that will explore activity planning and career opportunities.

If selected, requirements are as follows:

- CITs may not have more than 3 unexcused absences during the 10-week program.
- Must complete 3 activities, rate satisfactory or above on their final evaluation, and attend orientation and 2 training sessions.
- Students who do not complete all requirements will not receive a certificate of completion.

Please submit the completed application to:

Email: Rcorado@Burbankca.gov

In-Person: Ovrom Community Center, 601 S. San Fernando Blvd (Upstairs Gym Office)

Application Period: July 28th, 2025 through September 5th, 2025

Interviews: Week of September 8th, 2025

Program Dates: September 29, 2025 through December 5th, 2025

If you have a resume and cover letter, please attach it to your application. You will be contacted via email regarding an interview time. **Mandatory Orientation is Wednesday, September 24th from 4:30pm – 6:00pm at Mary Alvord Recreation Center**

If you have any questions, please email me at Rcorado@Burbankca.gov or call (818) 238-5390.

Thank you for your interest in our program and for volunteering in the Burbank community!

Sincerely,

Ricky Corado

Senior Recreation Leader

City of Burbank | Parks & Recreation

**Please note: Applicants must currently be enrolled in high school; not 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.*



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APPLICATION

September 29th – December 5th

CONTACT INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City/State	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>
High School	<input type="text"/>	Age	<input type="text"/>
T-Shirt Size	<input type="text"/>		

* Please list days and times you are able to volunteer (minimum two days per week & two-hour time frame for 10 weeks). Rank site preference and list NT if you have no transportation to a particular site.

SCHOOL	PROGRAM HOURS	ADDRESS	DAYS AVAILABLE	TIME AVAILABLE & RANK
Bret Harte	2PM-6PM	3200 W. Jeffries Ave		
Edison	2PM-6PM	2110 Chestnut St		
Emerson	2PM-6PM	720 E. Cypress Ave		
Disney	2PM-6PM	1220 W. Orange Grove		
Miller	2PM-6PM	720 E Providencia Ave		
McKinley	2PM-6PM	349 W. Valencia Ave		
Roosevelt	2PM-6PM	850 N. Cordova St		
Stevenson	2PM-6PM	3333 Oak St		



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SUPPLEMENTAL APPLICATION

Name: _____

Date: _____

SUPPLEMENTAL APPLICATION

Please answer the questions listed below. Your response to the following questions will assist us in evaluating your qualifications for the position of Counselor-In-Training.

Please print neatly on this form or type your response.

1. PLEASE LIST YOUR EXTRACURRICULAR ACTIVITIES IN SCHOOL. WHAT ARE YOUR INTERESTS AND/OR HOBBIES OUTSIDE OF SCHOOL?

2. PLEASE DESCRIBE YOUR EXPERIENCE WORKING WITH YOUTH AND/OR THE COMMUNITY. INCLUDE ANY WORK, COACHING, BABYSITTING, VOLUNTEERING, ETC.



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Name: _____

Date: _____

3. PLEASE LIST ANY RELATIVES THAT WORK FOR THE CITY OF BURBANK. IF NONE, WRITE N/A.

4. PLEASE LIST ANY RELATIVES THAT ARE ALSO APPLYING FOR THE COUNSELOR-IN-TRAINING PROGRAM. IF NONE, WRITE N/A.

Please submit completed application to:

Email: Rcorado@Burbankca.gov

In-Person: Mary Alvord Recreation Center, 3201 W. Verdugo Ave



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MANDATORY MEETING DATES

The meeting dates listed below are mandatory for all participants. All meetings will be held at Mary Alvord Recreation Center (3201 W Verdugo Ave)



Meeting #1 on September 24th, 2025. 4:30PM - 6:00PM



Meeting #2 on October 22nd, 2025. 4:30PM - 6:00PM



Meeting #3 on November 19th, 2025. 4:30PM - 6:00PM



December 5th, 2025 at 6:00PM will be the final date to submit CIT activity forms and time sheets.



818-238-5390



rcorado@burbankca.gov

For more information please check out
www.burbankca.gov/cit