



# Counselor In Training Program

## WINTER 2026

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 volunteer opportunity for high school students to gain valuable work experience, earn service hours, and enhance their resume and interview skills.

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 3 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](mailto:Rcorado@Burbankca.gov)

**In-Person:** Ovrom Community Center, 601 S. San Fernando Blvd

**Application Period:** December 8th, 2025 through January 16th, 2026

**Interviews:** Week of January 19th, 2026

**Program Dates:** February 2, 2026 through April 10th, 2026

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 Monday, January 26th from 4:30pm - 6:00pm at Ovrom Community Center**

If you have any questions, please email me at [Rcorado@Burbankca.gov](mailto:Rcorado@Burbankca.gov) or call (818) 238-5435. 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

February 2nd – April 10th

### 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		
Providencia	2PM-6PM	1919 N Ontario		
Roosevelt	2PM-6PM	850 N. Cordova St		
Stevenson	2PM-6PM	3333 Oak St		



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### SUPPLEMENTAL APPLICATION

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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](mailto:Rcorado@Burbankca.gov)**

**In-Person: Ovrom Community Center, 601 South San Fernando Blvd**



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## MANDATORY MEETING DATES

The meeting dates listed below are mandatory for all participants. All meetings will be held at Ovrom Community Center (601 South San Fernando Blvd)



Meeting #1 on January 26th, 2026. 4:30PM - 6:00PM



Meeting #2 on February 19th, 2026. 4:30PM - 6:00PM



Meeting #3 on March 9th, 2026. 4:30PM - 6:00PM



Meeting #4 on March 30th, 2026. 4:30PM - 6:00PM

April 10th, 2026 will be the final date to submit  
CIT activity forms and time sheets.



818-238-5435



[rcorado@burbankca.gov](mailto:rcorado@burbankca.gov)

**For more information please check out  
[www.burbankca.gov/cit](http://www.burbankca.gov/cit)**