

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 Summer 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: Mary Alvord Recreation Center, 3201 W. Verdugo Ave (Upstairs Gym Office)

Application Period: April 7th, 2025 through May 2nd, 2025 Interviews: Week of May 5th, 2025 Program Dates: June 2nd, 2025 through August 8th, 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 Thursday, May 15th from 4:30pm - 6:00pm at the Community Services Building, 150 N Third Street.

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.

Counselor In Training Program SUMMER 2025								
APPLICA	TION June 2nd – August 8th							
	FORMATION							
First Name	Last Name							
Address								
City/State	Zipcode							
Phone	Email							
High School	Age							
T-Shirt Size								

* 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 & RANI	K
	SAMPLE	9:00am - 6:00pm	123 N Street	Mon/Wed	9am-1pm #1	
	Art Summer Daze	9:00am - 4:00pm	601 S San Fernando			
	McCambridge Summer Daze	9:00am - 6:00pm	1515 N Glenoaks			
	Nature Summer Daze	9:00am - 4:00pm	2300 Walnut Ave			
	Robert Gross Park Daze	9:00am - 6:00pm	2800 W Empire Ave			
	Teen Summer Daze	9:00am - 6:00pm	3201 W Verdugo Ave			
	Verdugo Summer Daze	9:00am - 6:00pm	3201 W Verdugo Ave			



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?

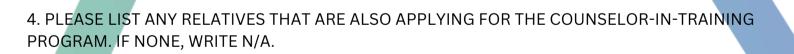
2. PLEASE DESCRIBE YOUR EXPERIENCE WORKING WITH YOUTH AND/OR THE COMMUNITY. INCLUDE ANY WORK, COACHING, BABYSITTING, VOLUNTEERING, ETC.



Name: _____

Date: _____

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



Please submit completed application to: Email: Rcorado@Burbankca.gov In-Person: Mary Alvord Recreation Center, 3201 W. Verdugo Ave



MANDATORY MEETING DATES

The meeting dates listed below are mandatory for all participants. All meetings will be held at Community Services Building Rm 104 (150 N Third St)

