



Counselor In Training Program

SUMMER 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 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.*



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APPLICATION

June 2nd – August 8th

CONTACT INFORMATION

First Name	<input type="text"/>	Last Name	<input type="text"/>
Address	<input type="text"/>		
City/State	<input type="text"/>	Zipcode	<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
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		



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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
Community Services Building Rm 104 (150 N Third St)



Meeting #1 on May 15th, 2025. 4:30PM - 6:00PM



Meeting #2 on June 12th, 2025. 4:30PM - 6:00PM



Meeting #3 on July 10th, 2025. 3:30PM - 5:00PM



August 8th, 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**