



Counselor In Training Program

SUMMER 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 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 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 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

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

Application Period: March 16 through April 17, 2026

Interviews: Week of April 27, 2026

Program Dates: June 1 through July 31, 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 Thursday, May 7th 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 2026

APPLICATION

June 1 – July 31

CONTACT INFORMATION

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 & 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		
Verdugo Summer Daze	9:00am - 6:00pm	3201 W Verdugo Ave		



Counselor In Training Program

SUMMER 2026

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.



Counselor In Training Program

SUMMER 2026

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



Counselor In Training Program SUMMER 2026

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 7, 2026. 4:30PM - 6:00PM



Meeting #2 on June 1, 2026. 3:00PM - 4:00PM



Meeting #3 on June 29, 2026. 3:00PM - 4:00PM



Meeting #4 on July 20, 2025. 3:00PM - 4:30PM

August 7, 2026 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**