Dear Student:

The City of Burbank Parks and Recreation Department is recruiting for the Counselor-In-Training (CIT) Program. The CIT program is a ten week experience for high school students. This is a terrific opportunity for students to gain valuable work experience, while enhancing their resumes, accumulating volunteer/service learning hours, and having a great time!

Components of the Counselor-In-Training program include daily interaction with children and staff in summer camp programs, hands-on experience working with children, and interactive training sessions. Students will assist and lead arts, crafts, sports activities, games, special events, and more! CIT training sessions will explore activity planning and career opportunities. This experience will help prepare teens for a future career in recreation, childcare, or other fields.

**Please note: Applicants must (1) currently be enrolled in high school; (2) not either presently be or have been declared a ward of the court pursuant to Welfare and Institutions Code § 602; or, (3) not either presently be or have been under a program of supervision pursuant to Welfare and Institutions Code § 654.

If selected, requirements are as follows: CITs may not have more than 3 unexcused absences during the ten week program, must complete 3 activities, rate satisfactory or above on their final evaluation, and attend orientation and two training sessions. Students who do not complete all requirements will not receive a certificate of completion.

Please submit the completed application and supplemental to: Verdugo Recreation Center located at 3201 W. Verdugo Ave, email to Bwade@Burbankca.gov or apply online at Burbankca.gov/CIT.

**Applications will only be accepted November 22nd through January 8th.** If you have a resume and cover letter, please attach it to your application.

**Interviews will be held late January.** We will contact you to assign a time for your interview.

**Mandatory Orientation is Tuesday, February 4th from 4-5:30pm.** You will receive your CIT shirt and site assignment at this meeting.

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

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

Sincerely,

Bria Wade
Senior Recreation Leader
City of Burbank | Parks & Recreation
City of Burbank  
Parks and Recreation Department  
2020 Session  
Counselor-In-Training Program Application

Name_____________________________ Age______ Birthday______________

Address________________________________________________________________ Zip Code__________

Home Phone (    )____________________ Mobile Phone (    )____________________

E-mail ______________________________ High School__________________________

Grade________________ T-shirt Size: Small Medium Large XLarge XXLarge

* I understand that the CIT program is a 10 week commitment and if selected, I need to complete all requirements listed above ________________ (initial)

* Program runs from February 10th – April 17th — ten weeks

* Volunteer hours range, availability is noted below. Please select a two hour time frame (minimum) that you are able to commit to for 10 weeks:

________________________________________________________________________________________

*Please choose a minimum of 2 days a week you could commit to for 10 weeks (M-F only):

________________________________________________________________________________________

*Please rank schools that you would have transportation to (please mark NT for the schools you would not have transportation to):

The City of Burbank has the option to place applicant where needed for the 2020 assignment.

_____ Edison Elementary (3 - 6 PM) - 2110 W. Chestnut Street
_____ Emerson Elementary (3 - 6 PM)–720 E. Cypress Avenue
_____ Bret Harte Elementary (3 - 6 PM) – 3200 W. Jeffries Avenue
_____ McKinley Elementary (3 - 5 PM only) - 349 W. Valencia Avenue
_____ Miller Elementary (3 - 6 PM)-720 E. Providencia Avenue
_____ Providencia Elementary (3 – 5 PM only) - 1919 N. Ontario Street
_____ Roosevelt & Stevenson Elementary (3 - 6 PM) -Verdugo Recreation Center: Lower Assembly Building - 3201 W. Verdugo Avenue
_____ Kinder Club (2:30 – 6 PM) - Verdugo Recreation Center: Log Cabin- 3201 W. Verdugo Ave

**Supplemental Application required. Please see next page**

This is an application process and interviews will be conducted. Complete applications (supplemental included) will only be accepted November 22nd – January 8th. If selected, students will have a mandatory orientation meeting February 4th from 4:00-5:30pm.

Return applications to: Verdugo Recreation Center, 3201 W. Verdugo Ave., email to bwade@burbankca.gov or apply online at Burbankca.gov/CIT

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 and/or afterschool? What are your interests and/or hobbies?

2) Please describe your experience working with youth and/or the community. Include any work, coaching, babysitting, volunteering, etc.

3) Please list any relatives that work for the City of Burbank Parks & Recreation Department. 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.