

January 3, 2017

Dear Applicants for the Counselor-In-Training Program:

The City of Lacey Parks & Recreation Department would like to invite you to complete the application process for our Counselor-In-Training Program. Included in this packet are the application and schedule of the proposed program.

The number of requests for admittance into the Counselor-In-Training Program has grown dramatically over the past sixteen years. This made it increasingly difficult to maintain the quality of the program and to accommodate all applicants. Policy changes for admittance into this program were made so that we can offer a program to those individuals showing a strong interest and commitment to the program while maintaining high standards. First priority will go to first time applicants with a small number of past CIT's chosen for the Senior Counselor-In-Training Program.

Application and selection process **(DO NOT send the \$175 program fee at this time!)**:

- Return complete application and background check to Lacey Parks and Recreation
420 College St, Lacey, WA, 98503.
- Application Closing Date: Friday, April 14th at 5:00 pm.
- Interviews (if selected) will be scheduled, April 25th and 26th (an early release day).
Closing date is firm. Applications will not be considered after the April 14th.

This is a formal application process and as such applicants should handle the entire process just as if he/she was applying for a position in the work force. Although several CIT's have obtained employment when of age, completion of the program does **NOT** guarantee employment. If you have any questions, contact Kathy Owen at 491-0857, kowen@ci.lacey.wa.us.

Sincerely,

Kathy Owen
Recreation Supervisor



CITY OF **LACEY**

Lacey Parks and Recreation
420 College St SE
Lacey, WA 98509-3400

Application for Counselor In Training

First Name _____ Last Name _____ Date _____

Address _____ City/State/Zip _____

Day Phone _____ Eve Phone _____

Emergency Contact _____ Phone _____

Please check which location of volunteer work you would prefer:

Pleasant Glade Day Camp

Lydia Hawk Day Camp

Weeks you will **not** be available to volunteer? _____

Please indicate times you will be able to volunteer

Comments:

	Mon	Tues	Wed	Thurs	Fri
Morning					
Afternoon					

Please Answer the following:

- Are you over 18 years of age? _____ If no, this form will require a parent/guardian signature.
- What types of work interest you? _____
- What special training do you have? (Sports, Arts & Crafts, Drama, etc.) _____

- What activities have you done? (Clubs, Previous Volunteer Work, etc.) _____

- What do you feel you would offer the program? _____

REFERENCES

Please provide name and telephone numbers of three (3) non-family references.

- Name _____ Telephone _____
- Name _____ Telephone _____
- Name _____ Telephone _____

PREVIOUS WORK / VOLUNTEER EXPERIENCE

Employer	Position Held	Dates worked	Supervisor	Reason Left

For applicants ages 13 and under:

- Please note that the City of Lacey does not provide medical insurance coverage for volunteers ages 13 and under should they incur injury to themselves.

For applicants ages 18 and under:

Parent/Guardian whom can be reached during the day:

Name _____

Relationship _____

Day Phone _____

Home Phone _____

If Parent/Guardian cannot be reached, contact person:

Name _____

Relationship _____

Day Phone _____

Home Phone _____

I hereby certify that the facts set forth in this Application for Counselor In Training are true and complete to the best of my knowledge. I hereby authorize the City to conduct a thorough background investigation of my prior educational and work history, and to verify information contained in this application as it relates to the position for which I am being considered.

Signature _____

Date_____

Parent/Guardian Signature for applicants under 18: _____

Counselor in Training (C.I.T.) 2017 Schedule

LEVEL I CERTIFICATE (Classroom Training)

<u>Dates</u>	<u>Times</u>	<u>Location</u>	<u>Objective</u>	<u>Hours</u>
Wed., May 24 th	6:00-9:00 pm	White House-WCCP	Orientation	3
Wed., May 31 st	5:00-9:00 pm	White House-WCCP	Class Curriculum	4
Sat., June 3 rd	8:00 am-5:00 pm	City Hall- Comm. Room	First Aid/CPR	9
Wed., June 7 th	5:00-9:00 pm	White House-WCCP	Class Curriculum	4
Sat., June 10 th	9:00 am-5:00 pm	Meet-Lacey City Hall	Field Trip-Team Building	8
Wed., June 14 th	4:00 pm-6:00 pm	White House-WCCP (4:30 PM Food Handlers Class & Test)	Class Curriculum	3
Sat., June 17 th	9:00 am-5:00 pm	Meet-Lacey City Hall	Field Trip-Wild Waves	8
Total Classroom Training Hours:				40

LEVEL II CERTIFICATE (On-The-Job Work Experience)

<u>Dates</u>	<u>Times</u>	<u>Locations</u>	<u>Assignment</u>	<u>Hours</u>
June 26 th -August 18 th	9:00 am- 5:00 pm	Lydia Hawk	Summer Day Camp	40 per week
	Monday-Friday	Pleasant Glade	Summer Day Camp	

Choose one week at each different location for a total of 2 weeks.

Total On-The-Job Training Hours: 80

Note: Be prepared to sign up for your two weeks of work experience at orientation on May 24th. Please call Kathy Owen, 491-0857, if you have any questions or problems with the times or dates.
(WCCP= White House at Woodland Creek Community Park, 6729 Pacific Ave.)