



**TOWN OF HAMBURG DEPARTMENT OF YOUTH, RECREATION & SENIOR SERVICES**  
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March 5, 2025

Dear Prospective Counselor-In-Training (CIT) Applicant:

Thank you for your interest in the Town of Hamburg Recreation Department's Counselor-In-Training program. Enclosed you will find all of the forms and information necessary to begin your application process.

We place a great deal of importance upon this program because it trains young people to be leaders, and it is through this training that many future staff members are cultivated. It is with this in mind that we are always trying to improve the quality of our program. We feel that 2025 will be another great year for creating the future leaders of our summer day camp and for providing them with an opportunity for personal growth and achievement.

Please take the time to read through all of the enclosed information. It is crucial that you familiarize yourself with the program so that you have the proper expectations should you be accepted. Many problems can exist when participants arrive with an inaccurate conception of what types of responsibilities they will have. We would like to avert these by making sure that you have a thorough understanding of just what is expected of our CITs here at the Town of Hamburg Recreation Department. Please note that although several CITs have obtained employment when of age, completion of the program does **NOT** guarantee future employment.

Again, thank you for your interest in the Counselor-In-Training program. We very much look forward to receiving your application and hopefully having the opportunity to spend time together during the summer!

Sincerely,

**Jillian Gorman King,**  
Director  
Youth, Recreation, and Senior Services

*Enjoy Your Leisure Time in Hamburg...The Town That Friendship Built*

## **Counselor-In-Training Program**

The Town of Hamburg Recreation Department's Counselor-In-Training Program is planned in accordance with the standards and requirements prescribed by the American Camp Association. Since you are interested in becoming a participant this summer, you and your parent(s)/guardian(s) should carefully read the following information before filling out the enclosed application form.

Our Counselor-In-Training Program has been organized so that by the time a candidate enters the program, he or she is at least 15 years of age, completed his or her freshman year of high school, and is neither no longer eligible to attend our day camps as a camper, nor work for our department as a paid camp counselor. The program is designed to provide individuals in this age group with an opportunity to develop leadership and life skills, and to broaden their understanding of what it means to take on a more responsible role in the camp setting.

We are aware that often this program is viewed as a stepping stone between camper and staff member. While for many this may be the case, our program has been designed to provide a well-rounded experience that will benefit participants in all types of future endeavors.

## **Counselor-In-Training Program Overview**

1. All candidates must be at least 15 years of age, and have completed their freshman year of high school during the same calendar year that they are participating in the Counselor-In-Training Program.
2. In designing a program of counselor training, it is our objective to develop the following traits in each trainee:
  - A) A well-rounded, sensitive, and mature young person.
  - B) An understanding of people, particularly of children and self, through:
    - Counseling and program experience.
    - A group experience with one's peers.
    - A self-appraisal and improvement program.
    - Group discussions related to adolescent concerns.
    - Group discussions and workshops with camp staff about leadership qualities.
  - C) A concern for human beings, and an appreciation for diversity.
  - D) Respect for our natural environment.
  - E) The ability to have fun while learning and teaching.
  - F) An appreciation for being a public servant to the citizens of the Town of Hamburg.

## **So, You Want To Be A Counselor-In-Training?**

As part of your application process, you will be asked to answer the question, “Why do you want to be a participant in the Town of Hamburg Recreation Department Counselor-In-Training Program?” This is probably the most important question you will answer as a part of the process to being accepted into the program.

Here are some things that you should consider:

- Being a Counselor-In-Training means that you are neither a traditional camper nor a staff member. This can be a difficult situation no matter what kind of person you may be. If and when you were a camper, you were on the receiving end of camp (whether you realized it or not). The counselors and directors worked full time to construct a program that helped you have a good camp experience. All of those wonderful things that seemed to happen only at camp were done *for you*. As a participant in the Counselor-In-Training Program, you will have the opportunity and responsibility to assist in making those things happen *for others*.
- Keep in mind that part of learning how to provide a positive camping experience for others includes giving a lot of *extra* effort from you. We will ask this of every CIT. The Director at Day Camp Friendship will assign you an array of tasks that, while on the surface may appear mundane, are crucial to the daily success at camp. At times it will seem that you have no time for yourself, but in the end we hope that you will see what it is that keeps many of our staff members coming back year after year. There is nothing to compare with the tremendous feeling of knowing that *you* helped to contribute to that wonderful camp spirit. You will be a part of what makes our camp such a great place to spend a summer. You will pass on all of the love and tradition that makes camp “magical.”
- So, think about *why* you want to be involved in the Counselor-In-Training Program. If you are applying only because all your camp friends are applying, because you can’t think of anything else to do during the summer, or if your parent(s)/guardian(s) want you out of the house, then this program is *not* for you. We expect commitment - a commitment that delivers many rewards but also demands you giving us your all. The camp staff and particularly the camp directors will be there to help you, but you owe it to yourself and to the Town of Hamburg Recreation Department to make this commitment in earnest!

## **The Practical Side**

While we strive to provide an excellent Counselor-In-Training Program, we also recognize the reality that not everyone who participates in the program will qualify for a position on our staff when they become eligible to apply for staff positions. We receive many applications each year for a limited number of positions, and only hire the most qualified young men and women – a reason why so many parents entrust us with their children’s care and development. **We do not promise future employment simply because you complete the Camp Counselor-In-Training Program.**

## **Limitations and Expectations**

**Below are some specific points that you should carefully review and discuss with your parent/guardian. We expect you to follow these guidelines if you become a participant in the program.**

1. Upon being interviewed, if you are accepted into the program, you will be required to pay a **\$50.00** program fee per week, and attend a mandatory CIT training session before beginning to work with us. We will contact you once accepted and provide you with further information regarding payment and training.
2. If accepted, you will be assigned to Day Camp Friendship based on your request and the availability of space.
3. We expect that you will cooperate fully in maintaining cleanliness, order, and self-discipline while participating in our program.
4. CITs will be under the immediate guidance of the camp director and assistant camp director at camp, and will at times be assigned to an age group of campers. The directors will provide guidance in a training program that will lead to a valuable learning experience.
5. CITs will engage in many different activities. The purpose of this is to teach new skills and to provide you with knowledge of effective camp counseling techniques.
6. When assigned to work with a particular group, we expect that you will not only assist the staff and campers, but that you will also observe and take advantage of the opportunity to learn from the experience.
7. Chores, such as assisting with camper lunches, will be asked of you. We expect you to do them well and cheerfully. If you have *any* concerns, talk with your camp director. Do not gripe to fellow CITs, campers, or staff members.
8. CITs may participate in any weekly camp field trip or special event. They will be asked to perform certain assignments while partaking in these field trips or special events.
9. CITs will participate in a series of training sessions with more experienced staff members. These are designed to provide insight into the philosophy and methods of camp operations.
10. CITs are expected to regulate their personal habits by the common sense rules of good health and positive role modeling. **SMOKING IS NOT ALLOWED IN CAMP. THE USE OF ALCOHOL, NON-PRESCRIPTION DRUGS, OR TOBACCO ON OR OFF TOWN PROPERTY IS CAUSE FOR IMMEDIATE EXPULSION FROM CAMP AND THE COUNSELOR IN TRAINING PROGRAM WITHOUT A REFUND.**
11. CITs may not have visitors of any kind at any point during the course of the program. This is for the safety of all campers and staff.
12. If a CIT requires hospital care or special medical treatment, the expense will be the responsibility of the parent/guardian.
13. CITs may be asked to help supervise campers in water-related activities, including swimming, canoeing, and paddle boating. They should bring appropriate swim attire for this type of responsibility.



## 2025 Counselor – In –Training Program Application Form

### **Applicant Information:**

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

High School Grade as of Fall 2025: \_\_\_\_\_ T- Shirt Size \_\_\_\_\_

### **Applicant Questionnaire:**

How Many Seasons Have You Attended Our Summer Camp? \_\_\_\_\_

Please list all leadership and volunteer positions you have held (include previous CIT experience):  
\_\_\_\_\_  
\_\_\_\_\_

Please list any extracurricular activities you have been a part of:  
\_\_\_\_\_  
\_\_\_\_\_

Why do you want to be a participant in our CIT program?  
\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain by being a participant in our CIT program?  
\_\_\_\_\_  
\_\_\_\_\_

What camp activities do you feel you could assist in leading and teaching?  
\_\_\_\_\_  
\_\_\_\_\_

**Please check which location of volunteer work you would prefer:**

Day Camp Friendship (NEW/temporary location for 2025: Cloverbank Elementary School

**Please check which weeks you would be able to volunteer:**

Week 1       Week 5

Week 2       Week 6

Week 3

Week 4

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**I have read and understand the explanation of the Counselor-In-Training Program. I agree to observe all rules/limits established by the administration as best for the welfare of the entire Day Camp Program, should I be accepted as a Counselor-In-Training.**

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Applicant's Signature

Print Name

Date

**My child and I are aware of the responsibilities and limitations of being a participant in the Counselor-In-Training Program. We also understand that completion of the program does not imply a promise of future employment. We authorize the Town of Hamburg to conduct a thorough background investigation of the applicant's prior educational and work history, and to verify information contained in this application as it relates to the Counselor-In-Training program. This applicant has my approval and consent.**

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Parent/Guardian Signature

Print Name

Date

\*\*\*\*\*

**For Office Use Only:**

**Date Received:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Received By:** \_\_\_\_\_

**Date Reviewed:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Reviewed By:** \_\_\_\_\_

**Interview Scheduled? YES NO**

**Interview Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Interview Time:** \_\_\_\_\_

**Interview Confirmed?** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Confirmed By:** \_\_\_\_\_

**Interview Comments:**

## References Page

**Directions:** Please provide us with the names and information for three (3) references (not related or living with you) that we may contact on your behalf:

1. Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How Long Have You Known This Person? \_\_\_\_\_

In What Capacity Have You Known This Person? \_\_\_\_\_

2. Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How Long Have You Known This Person? \_\_\_\_\_

In What Capacity Have You Known This Person? \_\_\_\_\_

3. Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

How Long Have You Known This Person? \_\_\_\_\_

In What Capacity Have You Known This Person? \_\_\_\_\_

# CIT Code of Ethics

## Relationship with Camp and Community

*I will:*

- In dealing with people, be impartial and just; always looking toward the good of others.
- Maintain an attitude of respect and cooperation in dealing with campers, parents, and staff.
- Cheerfully observe all rules of the camp, thereby encouraging others to do the same. My own standard of conduct will be higher than that expected by the camp.
- Be honest at all times, especially in my dealings with others.
- Not permit my participation in the CIT program to be used for selfish reasons of any kind.
- Consider it my duty and privilege to help improve my camp and community.
- Strive to do my best in all areas of the CIT program.

## Responsibility to the CIT Program

*I will:*

- Respect the privilege of being a member of the CIT program.
- Perform my responsibilities efficiently through knowledge of program requirements and through contact with staff and directors.
- Reflect the good influence of the Town of Hamburg Recreation Department and the CIT program through my own words and actions.
- Always let my criticism of the program be constructive, not destructive.

## Responsibility to Other Members

*I will:*

- Avoid unfavorable criticism of other members of the CIT program, and show respect when offering constructive criticism.
- Always report to my director any matters that involve the best interests of the group.
- Always show respect and appreciation to my fellow group members and staff.

## Responsibility to Myself

*I will:*

- Take pride in who I am and what I stand for in being a member of the CIT program.
- Strive to maintain high standards in my thoughts, words, and actions.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_