

# The Township of Moorestown

## Department of Parks and Recreation

111 West Second Street - Suite 3  
Moorestown, New Jersey 08057-4223  
(856) 914-3093



### Job Description: Counselor-In-Training 2023

#### General Description:

Counselors in training (CIT's) are **14-15 years old (MUST BE 14 YEARS OLD BY 6/26/23)**. The CIT Program is a Jobs Training Program and CIT positions are unpaid. Working hours are 9am-1pm (unless stated otherwise), on assigned days at the various Summer Program Sites.

**All CITs selected for this competitive program should be interested in working with children, possess maturity, flexibility, a strong work ethic and the ability to have fun. Please note there are only a certain number of positions available.**

#### CITs will:

- Be expected to attend every day for the duration of their assigned weeks.
- Provide dates of absence if you know in advance of any doctor appointments or school related activity by **May 26, 2023 – No Exceptions.**
- Sign the CIT Application **complete with parent signature**
- Be given specific roles and duties
- Assist daily with camp set-up & clean-up
- Foster a sense of camp spirit and fun
- Be a great role model for campers
- Be given opportunities to take on responsibility and leadership roles
- Attend all meetings and Orientation prior to the start of camp - TBD

The goal of the program is to help CITs develop leadership skills that can be used throughout life. Additionally, this program will provide an environment where CITs can improve their interpersonal skills with younger children, peers and adults.

**CIT Responsibilities with Campers:** The CITs will be subject to the same code of behavior and policies as regular program staff and will participate in all aspects of the Department of Parks and Recreation's Summer Programs. Under the supervision of a Site Supervisor CITs will:

- Recognize that as a CIT they are "role models" to younger campers and should act accordingly.
- Make the site a safe and fun place to be, helping to devise and plan games and activities.
- Help provide a safe and supportive atmosphere for participants.
- Help participants resolve conflicts.
- Participate in formal and informal activities.
- Maintain a positive and professional attitude at all times.
- Not be permitted cell phone usage during work hours.

**In order to provide volunteer opportunities to more CITs and still adequately staff the programs with support, we will attempt to give all CITs at least 3 weeks of volunteer hours, if possible.**

**General Rules:**

- All Staff and CITs will wear Parks & Recreation Staff/CIT shirts and appropriate attire for work which includes sneakers (no flip-flops or sandals), black, navy or khaki shorts/pants. No jeans permitted. Failure to do so will result in dismissal for the day. Repeat offenses may result in dismissal from the program.
- Cell phone use **IS NOT** permitted during work hours. Private calls, texting or other NON-EMERGENCY use is prohibited. Violation of this rule will be cause for dismissal from the program.
- CITs will be required to be present for all weeks of their respective assignments. Vacation/planned dates off (i.e. Dr. appt, ASP, etc.) must be communicated to the Department of Parks and Recreation by **May 26**. If a CIT is absent without notice for any reason (other than illness) they will be terminated from the program. A "Sub" will then be offered the position.
- As a CIT **YOU** are responsible for logging attendance hours on the sign in sheets provided at each program site. You will provide a cumulative tally of hours worked, once verified and upon request we will sign your completed Community Service forms.

I have read the above description and I agree to the above terms and conditions.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Print Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_