

S.N.A.K.E. CIT PROGRAM



Dear SNAKE Counselor in Training Applicant:

Thank you for your interest in the **SNAKE Summer Counselor-in-Training (C.I.T.) Program**. This packet will help you decide which program is right for you and your interests. Please read all of the information in this packet. The cost of the Falcon Fun C.I.T. Program will be **\$60.00 per week**. This fee includes a t-shirt, and administrative fees.

The SNAKE C.I.T. Program is for boys and girls who are between the ages of 13 and 15 who enjoy a wide variety of activities and are ready for more responsibility. Some activities at the program include:

-Bug Hunts, Recycling, Games, Trees & Leaves, Prowl by the Pond, Birds, Tracking, Mucking, Conservation, Hiking, Fossils, Fishing, Great Outdoors, Ecosystem, Mountaineering and MORE !

The SNAKE C.I.T. Program is designed to provide leadership experiences for young teens. C.I.T.'s assist our counselors with program planning, preparation & cleaning up of activities, implementation of programs, working directly with the children and assisting with activities and special events. SNAKE C.I.T.'s are familiar with the program and have attended SNAKE as a active and positive participant.

GUIDELINES

1. Review this packet with your parents and discuss together why you want to be a Counselor-in-Training. Complete the Availability form and make sure that you have provided all the correct information.
2. Give the Reference Form to someone that you are not related to and who knows how you might work with children. Please have him/her mail or drop off the reference form no later than **Friday, May 30, 2008**. You will not be placed in a program until this form is received.
3. Reminder: Completed Application, Availability Form and the Reference must be submitted to the Danvers Recreation Department by **Friday, May 16, 2008**. Please make sure that all of your family's plans, including summer vacations, are arranged before you submit your information. Schedules will be based on your completed forms. All participants will receive their placements by **Wednesday, June 11, 2008**. There will be a mandatory pre-season Staff and C.I.T. Training on a date to be announced later.

ALL INFORMATION MUST BE COMPLETED AND SUBMITTED TO THE DANVERS RECREATION OFFICE NO LATER THAN FRIDAY, MAY 16, 2008 AT NOON.

If you have any additional questions, please do not hesitate to call Danvers Recreation at 978-777-0001 X 3094.

Sincerely,

Timothy D. Creamer
SNAKE Program Director
Danvers Recreation

S.N.A.K.E. C.I.T. Application & Availability Form

Name: _____ Birthday: ___/___/___ Age: _____

Address: _____ Phone Number: _____

Email Address: _____

Schools Attended: _____

Special Training or Skills: _____

Have you ever attended the SNAKE Program? Yes No If so, when? _____

Why do you want to be a C.I.T.? On the back of this form please write a brief paragraph on why you want to be a SNAKE CIT, which program you want to work in, and why. (Minimum of 100 words)

Dates: Depending on sign-ups and availability, we will do whatever we can to accommodate the weeks requested. Please be specific and have information regarding family vacations available when you complete this form. If vacation plans are not yet complete, you must still submit this form by **Friday, May 16, 2008**. Any changes may be submitted to the Program Director after this date.

SNAKE CIT HOURS: 8:30AM-3:00PM

____ Week 1- June 23-27 (\$60)

____ Week 2- June 30-Jul 3 (\$50)*4-days

____ Week 3- July 7-11 (\$60) No SNAKE week of July 14

____ Week 5- July 21-25 (\$60) Week 6 Snake Travels (no CITs)

____ Week 7- August 4-8 (\$60)

____ Week 8- August 11-15 (\$60)

SNAKE TRAVELS Week runs July 28-August 1, but there are no formal CIT's that week.

*Registrations are limited to two weeks of SNAKE. This does not include SNAKE Travels week. People may sign up for two weeks of regular SNAKE plus one week of SNAKE Travels.

**There is no discount for SNAKE Travels week for C.I.T.'s.

Total: _____ *Register online at www.danversrec.com and pay with a credit card!

** Tim Creamer the Director of the SNAKE program, must approve all SNAKE CIT's for the weeks above. Please confirm with Tim before registering as a CIT. ***

Tim's email address is: snakeprogram@yahoo.com

SNAKE C.I.T. Reference Form

_____ has applied to the SNAKE Counselor-in-Training Program for the 2008 Summer season. Danvers Recreation asks that each C.I.T. help provide a safe and fun environment for each participant. Please share your comments on the applicant. All information will be kept confidential. Please return the form to Danvers Recreation – Danvers Town Hall 1 Sylvan St. Danvers, MA 01923

What is your relationship to the applicant? _____

Has the applicant expressed an interest in working with children? Yes No

List four qualities of the applicant that you believe would make him/her a good addition to the staff and a positive role model.

1. _____
2. _____
3. _____
4. _____

PLEASE RATE THE APPLICANT IN THE FOLLOWING AREAS:

	YES	USUALLY	NO	NOT SURE
Accepts Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays Patience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proud of Accomplishments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Thank you for your time. If you would like to provide any additional comments/information please use the back of this form.

Date: _____ Print Name: _____

Signature: _____

If further information is needed, may we contact you? Yes No

Phone: _____

When is a good time to call? _____

Questions &

How old must I be? At least 13 and no older than 15 on May 16, 2008.

Do I receive training? YES. There is a mandatory training session with the staff. If you are accepted into the program, you will receive a notice of the meeting place and time. Also, CIT's are offered to be trained in CPR for free.

Do I get a certificate? YES. Upon request, you will receive a certificate after your session is finished and you have successfully completed the assigned duties. If you need a form signed for Community Service hours, we will be happy to sign that as well.

What is my role? You will be helping the counselors and children in the program. You will learn more about your responsibilities and assignments you must complete at the staff training.

What can I wear? You will be provided with one (1) Counselor-in-Training T-shirt, which must be worn on the first day of each week. The T-shirt should not be torn, ripped or altered in any way. Weather appropriate clothing, sneakers and sunscreen are recommended.

What are some things that I should remember? We ask that you come to the program for the dates you have agreed to and that you arrive early or on time. We ask that you help us provide a safe and fun environment for the campers. It is not a time for you to socialize with friends. The counselors are counting on you to help them with different tasks exploring the world of Science, Nature, and Recreation at Endicott park. We also ask that you remember a positive attitude and willingness to help.

Does participating in the SNAKE CIT Program mean that I am guaranteed a job when I become 17? NO, working as a SNAKE CIT. does not guarantee that you will be hired as a counselor in the future. It may help if you are an active member and a good role model to the campers.

Do I need to attend the SNAKE Program before applying to be a SNAKE CIT? YES. Many of the roles of a SNAKE CIT require a person to be familiar with Endicott Park, the counselors, and the program itself. Therefore, prior attendance as a SNAKE participant is required to be a SNAKE CIT.

Does applying guarantee I will be chosen as a CIT? NO. SNAKE CIT's must have a **proven** great attitude and **proven** ability to work with younger children and SNAKE counselors at the SNAKE Program.

Can I be a CIT for the SNAKE Travels Program? YES and NO. Since SNAKE Travels is geared for older kids, many of the participants are SNAKE CIT's. There will be no designated CIT's for SNAKE Travels (and therefore no discount), but we welcome all CIT's to sign up regardless.

Can I be removed as a CIT? YES. CIT's are supposed to be helpful individuals that aid in the running of SNAKE. Although it has never happened, if a CIT is hindering the program, he/she will be removed.

Counselor-in-Training

PLEASE NOTE:

Applications are not considered complete until all the requirements have been submitted to the Danvers Recreation Office by **May 16, 2008**. Also, all programs are subject to change. Please put a first choice and a second choice on your placement request.

- I have read the full SNAKE C.I.T. packet with my parent(s)/guardian(s), and we agree to abide by the summer program rules and regulations.
- I have given the Reference Form to someone to fill out and mail to the Recreation Office by **May 30, 2008**.
- I have completed the Application and Availability Form and will deliver it to the Recreation Office by **May 16, 2008**.
- I understand that my Counselor-in-Training placement will not be established without all of the necessary information complete.

Please indicate any vacations or days you will need off that you know of prior to the program. Use the area below to list any time-off.