



Raymond Recreation

4 Epping Street
Raymond, NH 03077
Michelle Weaver, Director

CIT applicant,

Thank you for your interest in applying for a 2024 Summer Playground CIT position.

To qualify, you must be entering the 10th grade or above in the fall and be a positive member of the school & community. Anyone accepted into the program will need to volunteer at least 2 days a week during the summer.

The process is very simple; all you need to do is fill out the CIT application and then give the student evaluation form to a teacher, coach, administrator or any other staff member you are in direct contact with. After the form is completed have them mail it to Raymond Recreation, 4 Epping Street, Raymond, NH 03077, Email to treardon@raymondnh.gov or drop it off at Raymond Recreation. Return your application to the Recreation Office. We do have a limited number of positions available; please return your completed application as soon as possible.

There is a \$50 fee for this program. Please turn in this fee with your completed application.

Thank you and good luck!

- *Raymond Recreation*

Raymond Recreation
4 Epping Street
Raymond, NH 03077

Phone: (603) 895-7031

recreation@raymondnh.gov

Fax: (603) 895-7064

Raymond Recreation C.I.T. Application



Counselor in Training - Entering Sophomore Year (or higher)

Please **PRINT** all information.

Name _____ Grade (fall 2024) _____ Date _____

Address _____ Home Phone _____

E-mail _____ Cell Phone _____

References: Please list the name and phone number of three references (excluding teachers & family).

(1) _____

(2) _____

(3) _____

Please answer the following questions:

1. Were you ever a participant of the Summer Playground Program? _____

2. List any specific skills you have (arts & crafts or sports, etc.) include any school activities in which you participate _____

3. List any awards/honors you have won _____

4. Give a brief written statement on why you feel you're qualified for the position, noting how you are a positive member of your school community and also write specific things that make you different from everyone else. (Use the back if necessary)

You will also need one teacher recommendation

RAYMOND RECREATION JOB DESCRIPTION COUNSELOR IN TRAINING

Job Summary

The Counselor in Training is a voluntary position for youths aged 13 to 16, which gives them the opportunity to develop necessary skills to move into a staff position. They are no longer playground participants but are considered staff members.

Supervision Received

The Counselors in Training will be under the constant supervision of the Playground Director, Assistants or designee.

Supervision Exercised

The Counselors in Training will assist counselors with the supervision, attendance, and discipline of their group. They will also be responsible for small groups of younger children on field trips.

Examples of Duties

- Assisting other staff members with groups of children during games, lunch, field trips and other activities.
- Distributing equipment and supplies as requested by staff members.
- Patrolling the playground to pick up equipment and other things left out.
- Assisting with cafeteria duty; selling juice, snacks, ice cream etc.
- Helping with daily "housekeeping" duties.
- Watching younger children on field trips.

Knowledge and Skills Required

The Counselors in Training must show an interest in working with children. They should be positive role models and active in their school and community.

Minimum Qualification Required

Must be at least 13 years of age and would like them to have participated in a similar children' program. Must be entering sophomore year (or higher) in high school.

All CIT's will be treated as staff. They will be given responsibilities and will be held accountable for their actions. There is a small fee for this program; we do not charge the usual registration fee. Raymond Recreation will pay for the registration fee for all general playground trips, as these participants will be considered staff.

Participants of the CIT Program may, if they choose, participate in Rec'n Crew trips. They will be responsible for the trip fee for these trips only. While on these types of trips, with the older children, CIT's will become members of the group.

Raymond Recreation

SPRING 2024

Dear Staff Member,

I realize that staff members are very busy and that it would be very difficult for you to write a letter of recommendation for students who apply for summer employment with Raymond Recreation. With this in mind, I have developed a one-page evaluation listing some of the important qualities I would like to see in the students working with the children in our Summer Playground program.

_____ is applying for a Counselor In Training (CIT) job in our summer camp and your confidential recommendation is needed. Please rate him/her in relation to all your other students. Your honest evaluation is greatly appreciated.

I would appreciate it if you could complete this sheet and either mail it to Raymond Recreation, 4 Epping Street, Raymond, NH 03077, Email to treardon@raymondnh.gov or drop it off at the Raymond Recreation office as soon as possible. Thank you for your help and cooperation.

Yours in Recreation,

- Tammy

Tammy Reardon, Assistant Director
Raymond Recreation

See Evaluation on back

Raymond Recreation - Student Evaluation

Student's Name: _____

Please give us your opinion of the applicant on the following points.

	Don't Know	Below Average	Average	Above Average	Excellent
Honesty/Integrity/Trustworthy					
Energy & Initiative					
Reliability					
Resourcefulness					
Ability to cooperate with peers/co-workers					
Ability to cooperate with teachers/employers					
Sensitivity/Respect for Others					
Responsibility					
Leadership Qualities					
Ability to follow directions					
Willingness to "go the extra mile"					

Please answer the following questions.

How long have you known the applicant and in what capacity?

What special qualifications or assets does the applicant have for a job working with children?

Do you have any concerns regarding the applicant's ability to work with children in a day camp setting?

Please write any additional information you think we should know about the applicant.

Your Name _____ Signature _____

May we call you if we have additional questions? Yes _____ No _____ Phone Number _____

Please drop your recommendation off at Raymond Recreation, Email to treardon@raymondnh.gov or mail to: Raymond Recreation, 4 Epping Street, Raymond, NH 03077 – Thank You!