



PARKS, RECREATION, & COMMUNITY EDUCATION

# Counselor-In-Training Application Packet

**2023**



Town of Littleton

**Department of Parks, Recreation & Community Education  
41 Shattuck Street  
Littleton, MA 01460**

March 15th, 2023

Dear Prospective Counselor-In-Training (CIT) applicant & Returning CITs,

We are excited that you have made the decision to apply for one of our *Counselor-In-Training* (CIT) positions for the upcoming 2023 Season. The CIT Program is an important part of Camp Tahattawan, and our intention is to choose qualified and motivated candidates from the applicant pool. You have the ability to gain and further develop a variety of skills through the real-life experiences and practical applications offered by this program. These experiences can help you in your schooling and assist you in obtaining employment opportunities in the future—maybe even as a counselor for our Department!

Since this is a popular program, we encourage you to look at all the requirements and thoughtfully fill out the CIT Information Packet in its entirety *well before* the deadline. Along with the limited spots cost for the CIT program will be \$200 per week (Residents) and \$220 (Non-Residents) for our Regular Camp T weeks, and \$125 Residents/ \$145 Non-Residents per week for our Playground Program (2 Weeks available 8/10- 8/14 and 8/21 - 8/25).

**Returning CITs:**

- 1) Fill out the intent to return form.

**Steps to becoming a NEW CIT:**

- 2) Fill out and return Application Questionnaire & Reference Page via Seamless Docs
- 3) Schedule an interview with Assistant Camp Director in May 2023 (Dates TBD)
- 4) **Return required forms by April 16<sup>th</sup>, 2023** : Application Form (below), Camp Required documents via Campdocs- you will receive an email from Campdocs- once registered for the weeks participating in the CIT Program.
  - a. **If your packet is not complete, you cannot be accepted into the program**

If accepted, each CIT will be trained in program specifics as well as child-play guidelines and camper games. In addition to camp specifics, this session will also give you valuable information on the Department's policies and your expected duties for a successful summer season at Camp Tahattawan. You will be given specific information about training dates, uniforms and scheduling at the time of the interview.

The Complete CIT Packet is available online at [www.littletonrec.com](http://www.littletonrec.com) where the forms can be downloaded, or you may get one at the office during our normal business hours. Applications received after April 16th, will be reviewed and considered last, and you may not have an opportunity to be a CIT.

Please feel free to contact me at the Parks, Recreation and Community Education Office at (978) 540-2490 if you have any questions or difficulties with the application.

Thank you,

*Jon Kazanjian*

Jon Kazanjian, Recreation and Sports Program Coordinator  
Parks, Recreation & Community Education

**Personal Information:**

Name: \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Parent Name & Cell: \_\_\_\_\_

Grade in Fall 2023: \_\_\_\_\_ School: \_\_\_\_\_

Household Main Email Address: \_\_\_\_\_

**Emergency Information:**

Allergies: \_\_\_\_\_

Swimming Ability?      POOR      FAIR      GOOD      GREAT

**Program Information:**

**What weeks are you applying for? Please number your preferred weeks in order of choice/preference. \*\*THERE IS A 4 WEEK REGISTRATION MAXIMUM & 2 WEEK MINIMUM (1 week must be in Camp T Weeks A-H) FOR THE CIT PROGRAM DEPENDING ON DEMAND\* COST \$200 R per week/ \$220 NR per week**

- WEEK A: 6/28 - 6/30 (Dates TBD based on Snow Days for LPS)
- WEEK B: 7/5 - 7/7 (No camp Monday July 3 or Tuesday July 4)
- WEEK C: 7/10 – 7/14
- WEEK D: 7/17 – 7/21
- WEEK E: 7/24 – 7/28
- WEEK F: 7/31 – 8/4
- WEEK G: 8/7 – 8/11

**Our Playground Program is open to COST \$125 R per week/ \$145 NR per week**

- Week 1: 8/14 - 8/18
- Week 2: 8/21 - 8/25

**Interview Information:** Every new CIT will need to schedule an interview with Assistant Camp Director; returning CITs will not need to interview or fill out an application but space is NOT guaranteed for anyone! We will contact you to schedule weeks of registration.

**Application Questionnaire:** *(To be answered by the applicant.)*

1. Have you ever attended Camp T as a camper? If so, when? How many weeks? If not, how did you learn about the CIT Program?
  
2. Why would you like to participate in the CIT Program?
  
3. What is your idea of a perfect camp counselor?
  
4. List 3 qualities that would make you a good candidate for this position
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
5. How would you make Camp T a better experience for the kids?
  
6. Name three of your favorite hobbies or talents:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  
7. Who is your hero and why?
  
8. Do you have any experience working with children? If so, in what capacity?
  
9. Have you ever done volunteer work? If so, what and when?
  
10. Is there anything else you would like us to know about you that would help us make the decision on whether or not to accept you into the CIT Program?

# REFERENCES PAGE

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:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**How long have you known this person?** \_\_\_\_\_  
**In what capacity do you know this person?** \_\_\_\_\_  
\_\_\_\_\_

2. **Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**How long have you known this person?** \_\_\_\_\_  
**In what capacity do you know this person?** \_\_\_\_\_  
\_\_\_\_\_

3. **Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone number:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
**How long have you known this person?** \_\_\_\_\_  
**In what capacity do you know this person?** \_\_\_\_\_  
\_\_\_\_\_