



# Township of Northampton

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NORTHAMPTON TOWNSHIP COMPLEX • 55 Township Road, Richboro, Pennsylvania 18954-1592  
Township Administration – (215) 357-6800 • Fax: (215) 357-1251

Dear Parent/Guardian/Perspective Participant:

Thank you for your interest in Northampton Township Parks and Recreation's Award-Winning CIT Program!

We are excited to introduce a program that will benefit your child for years to come – and he/she will have a great time participating!

Please take the time to read through this letter and the information packet for a greater understanding of this program as a whole. (Both parent and child!) The CIT application can be found at the end of this packet.

We look forward to reviewing all of the applications and am excited to have the opportunity to possibly work with your teen this summer!

Sincerely,

Sinead Kiely and Scott Pachman

## ***PROGRAM OVERVIEW:***

In 2011, our Camp Administrative team transformed our Counselor-In-Training (CIT) Program into a complete, fun, informative and unique experience for interested and accepted candidates entering 9<sup>th</sup> grade. The CIT program is designed to provide our oldest campers with an opportunity to develop leadership and life skills to broaden their understanding of what it means to take on a more responsible role in a camp setting.

- All candidates must be entering 9<sup>th</sup> or 10<sup>th</sup> grade in the 2024-2025 school year and must be enrolled in one of our Quest camps for 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> graders.
- Counselors in Training **must commit to the full program**. Dates for the program are June 24 thru Aug. 9. The program will be held twice/week. One day will be for training only, and the other will be an assignment working directly with our campers. Exact dates, times, and locations will be announced once our candidates are selected (Applications are reviewed on a first come, first served basis. Applicants will be notified whether or not they are accepted in mid-March.)
- During the six-week course, an additional day *may* be chosen for training or an assignment with the children. A complete schedule will be provided prior to the start of the program. These days will NOT interfere with any trips scheduled for **Quest** campers. *CITS will not be going on the Ultimate Quest Friday trips unless noted otherwise.*
- As part of the program, Counselors-in-Training will participate in a variety of indoor and outdoor challenges. They will learn important skills such as team building, leadership, management and “star counselor” qualities – and of course have fun! **These skills not only pertain to becoming a Camp Counselor but are also valuable for any job opportunity that may come in the future!**
- The Counselors in Training will be closely supervised by the site leader and CIT directors.
- Participants will work directly with children at Camp Adventure. All applicants will be contacted to let them know if they have been accepted, and where they will be stationed when working with the younger campers.
- CIT’s will be given a task for the week based on a “Star Counselor Quality.” The individual or team that completes the task best will receive points. The CIT with the most points upon the completion of the program will earn a job the following summer with Northampton Township Parks and Recreation. Each participant will receive a certificate of completion and will be certified in CPR/First Aid/AED/Epipen training by the American Red Cross.

## ***WHAT WE ARE LOOKING FOR:***

In designing a 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 peers
  - a self appraisal and improvement programgroup discussions and activities with camp staff concentrating on leadership qualities
- C. Respect and acceptance for all people and children, with appreciation for diversity.
- D. The ability to have fun while learning and teaching

## ***SO, YOU WANT TO BE A COUNSELOR IN TRAINING?***

As part of the application process, you are asked to complete the attached questionnaire. Please provide YOUR answers, and not the answers of a parent/guardian, older sibling or friend. The answers must be **handwritten – by YOU**. Sometimes we receive applications that are completed by a parent. Answers should come from YOUR brain and be written in YOUR handwriting.

**In addition, a letter of recommendation is required.**

### ***Here are some things you should consider:***

When you are chosen to be a CIT, it means that you are neither a traditional camper nor a staff member. This can be a difficult situation. If or when you were a camper, you were on the receiving end of camp. The entire camp staff worked full time to construct a program that helped you have a great 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 the responsibility to assist in making those wonderful things happen *for others*.

So, think about why you want to be involved in the Counselor-In-Training Program. If you are applying only because your friends are, then this program is not the right fit for you. We expect a full commitment – a commitment full of rewards, but one that also has many demands. The entire camp staff and the CIT Directors will be there to help you, but you owe it to yourself and to the Camp to make this commitment with your eyes wide open!

## ***THE PRACTICAL SIDE***

While we are striving to provide an excellent Camp Counselor in Training experience, we recognize the reality that not everyone who participates will qualify for a position on our staff the following summer. Obtaining a camp counselor position is highly competitive. We are very selective about who we hire – a reason why so many parents entrust us with their children. We also have a very high staff retention rate – something we pride ourselves on – Northampton Township Parks and Recreation is a top-notch place to work! For those reasons, we must clearly state **we do not promise future employment simply because you complete the Counselor-in-Training Program.**

## ***LIMITATIONS AND EXPECTATIONS***

Listed below are some specific points that you should carefully review and discuss with your parent/guardian before you decide to apply. We expect you to follow these guidelines if you are selected to be a participant in the program:

1. Act in a dignified and respectful manner.
2. Work with a group or in an assigned area.
3. Be on time for job assignment and accept changes in schedule that affect assigned tasks.
4. Treat all campers equally
5. Evaluate CIT role with Camp Director/Asst. Directors.
6. Be responsible for all camp property, equipment, tools, etc.
7. Behave appropriately on all trips.
8. CIT's are still campers, but will be allowed certain privileges which will be determined by the CIT Directors and the Camp Director.
9. Be positive role models
10. Cell phones are not permitted.

The CIT Program has been established as a youth leadership training opportunity and to help with camp operations. CIT's are to participate in the full camp program.

## **HOW DO I FIND OUT IF I AM ACCEPTED?**

Sinead Kiely or Scott Pachman, Camp Directors, will call you to let you know whether or not you are accepted. YOU will be called, not your parent. This is your application and your opportunity. If you are accepted, a follow up email will be sent to you and your parent with information about what the next steps are.

## **I WAS ACCEPTED! WHAT DO I DO NOW?**

Congratulations! In order to formally accept the invitation to CIT this summer, your parent or guardian must call the Recreation Center at 215-357-5396 or the Administration Building at 215-357-6800. Once the parent has confirmed your participation, the additional fee will added. Parents may secure their CIT applicant a spot in the Quest program by paying the deposit online now if they wish. All CIT's applicants will be admitted into the Quest program.

**Please return all items below for consideration**

**CIT APPLICANT SIGNATURE**

I have read the above responsibilities and agree to take full responsibility as a CIT.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Signature of CIT Applicant**

**PARENT SIGNATURE**

I have read and understand the responsibilities that my child is applying for.

\_\_\_\_\_

**Date**

\_\_\_\_\_

**Parent Signature**

# CIT APPLICANT INFORMATION

Name of CIT Applicant (please print) \_\_\_\_\_

Mailing Address of Applicant

\_\_\_\_\_  
\_\_\_\_\_

Parent Primary Phone \_\_\_\_\_ Applicant Cell Phone \_\_\_\_\_

Parent Email \_\_\_\_\_ Applicant Email \_\_\_\_\_

## CIT APPLICATION

1. Why do you want to become a Counselor in Training?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What do you think it means to be a leader?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What leadership activities have you participated in?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. What do you hope to gain by becoming a CIT?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Do you think you would be admired by children? For what reasons?

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6. Explain why you would be successful and comfortable leading a song, game or other activity in front of children and peers?

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7. List the top 5 things you love about camp?

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**In addition, please provide one letter of recommendation. References should not be related to you. (teachers, school counselors, coach, etc)**

***ALL APPLICATIONS ARE DUE NO LATER THAN  
FRIDAY, MARCH 8, 2024***

***If you have any questions please contact us at 215-357-5396***

***or***

***[skiely@nhtwp.org](mailto:skiely@nhtwp.org) and [spachman@nhtwp.org](mailto:spachman@nhtwp.org)***

*Please mail or drop off to the Recreation Center at  
345 Newtown-Richboro Rd, Richboro 18954  
Attn: Sinead Kiely or Scott Pachman*