



Dear CIT Applicants and Parents:

In our CIT program, teens have the opportunity to shadow our Summer Day Camp Counselors and develop their leadership skills through hands-on interactions with children and Summer Day Camp Staff. This is the perfect program for teens that have the desire to become future camp counselors and leaders.

PURPOSE

To provide participants with the training, tools, and experience to become an effective leader, and to develop the skills necessary for a strong work ethic.

QUALIFICATIONS

- Youth ages 13-14
- Enjoy working with and assisting adults and children
- Interested in becoming an effective leader
- Cooperative, enthusiastic, eager to learn
- Must pass week 1 training in order to attend future camp weeks

GOALS OF PROGRAM

- To gain "on-the-job" training and experience to serve as a future Summer Day Camp Counselor
- To build self-esteem
- To encourage leadership, responsibility, maturity, and teamwork
- To help teens identify leadership actions, and how to set goals for their own leadership behavior
- To become effective communicators
- To help develop critical thinking skills

EXPECTATIONS

- To work collaboratively with Summer Day Camp staff and campers
- To work collaboratively to lesson plan with other CITs and Summer Day Camp staff to prepare activities
- To be on time for job assignments
- To accept assigned schedules (CITs will be assigned where camper enrollment dictates the most need)
- To carry out assigned tasks given by Summer Day Camp Counselors and/or Camp Leadership Staff
- Be responsible for all Summer Day Camp property, equipment, tools, etc.
- If a CIT is not adhering to our Summer Day Camp rules and policies, the Camp Director has the discretion to reassign or remove the CIT from camp per Character Contract Guidelines in the Summer Day Camp Parent Handbook.

THE SELECTION PROCESS

- **Step 1:** A complete application is due Friday, March 18, 2026. Submit all materials to recreation@newberlin.org.
- **Step 2:** The Day Camp Director will review applications and will invite candidates to the program by the week of April 13th 2026.
- **Step 3:** Once the CIT is invited to the program, they are required to register for Week 1 Training: June 15-19, 2026 (\$100). The CIT must attend the entire week of training.
- **Step 4:** The CIT may then enroll in a minimum of 4 additional weeks of Summer Day Camp. This includes Weeks 2-9. In order to participate in these weeks, the CIT must have completed a successful week 1 of training. Please note, we cannot guarantee the CIT will be granted his/her first choice for the type of camp they will assist with. The Summer Day Camp Coordinators will assign the CIT based on the number of campers enrolled and where there is the greatest opportunity to develop the CIT's leadership skills.

PROGRAM FEES

CIT Training: June 15-19	\$100
CIT: Weeks 2-9*	\$50

*CITs that successfully complete the Week 1 Training Program are required to attend a minimum of 4 additional weeks of camp.

Sincerely,

TJ Watkins
Recreation Specialist/Day Camp Director



Counselor in Training (CIT) Application

First Name _____ Last Name _____
 Date of Birth _____ Age as of June 15, 2026 _____ Gender M F
 Address _____ City _____ State _____ Zip Code _____
 Email _____ Phone Number _____

PARENT GUARDIAN INFORMATION

Parent/Guardian 1	Parent/Guardian 2
Name _____	Name _____
Email _____	Email _____
Phone Number _____	Phone Number _____

EDUCATION

School attending _____ Grade (2024-2025 school year) _____
 List any clubs, groups, or programs with which are you involved: _____

PERSONAL INFORMATION

List and describe any experience you have had working with children: _____

List your hobbies and interests: _____

Please list all current certifications you possess. Include certifying agency and date of expiration (e.g. CPR, First Aid, etc.) _____

ESSAY QUESTIONS

On a separate document, please answer the following questions as an essay. Essay questions are a mandatory part of the CIT application. This must be completed by the CIT candidate. Any application that is filled out by an adult will be discarded.

- Why do you want to participate in our CIT program?
- What does it mean to you to be an effective leader?
- Do you think you will be a good leader? Why?
- What strengths or special skills can you offer?
- What are your expectations for participating in our CIT program?
- What is something you would like to accomplish this summer in our CIT program?
- Do you have a preference of ARC or Hickory Grove?

CIT APPLICANT AND PARENT/GUARDIAN SIGNATURE

I have read, understand, and agree to all required expectations for my participation in the CIT Program. I agree to accept the leadership responsibilities assigned and will serve as a positive role model to all campers.

 Signature of CIT Applicant

 Parent Signature



Character Contact

The goal of our program is to provide an atmosphere for children to develop a variety of satisfying skills and relationships, while enjoying healthy activities. Throughout the summer we continue with our character development mission to develop respect, responsibility, caring and honesty among our participants. As a family, please read and discuss the Character Contract together and sign below.

1. Appropriate Conversation: Counselor-In-Trainings will not be allowed to discuss inappropriate topics or contribute to demeaning conversations about other children, Counselor-In-Trainings and/or staff.

2. Appropriate Language: Counselor-In-Trainings will refrain from using obscene language or gestures for any reason.

3. Respect: Counselor-In-Trainings will follow instructions the first time they are given. Campers will also speak to staff and other campers with respect.

4. Play: Counselor-In-Trainings will not engage in horseplay with each other or staff. Hitting, pushing or any other type of aggressive behavior will not be allowed. Campers will keep their hands and feet to themselves at all times.

5. Responsibility: Counselor-In-Trainings will remain with their assigned group and within eye-contact of the staff.

6. Caring: Counselor-In-Trainings will use equipment, toys and games properly. Counselor-In-Trainings will also help to care for the facility, grounds, other campers and camp staff.

What will happen if this contract is violated?

If an incident occurs where a Counselor-In-Training conducts him-/herself in such a manner which jeopardizes their safety, the safety of others or is not in accordance with the mission of the City of New Berlin, the following steps will be taken:

1. First Incident: A staff member will address and document the issue directly with the Counselor-In-Training. The Counselor-In-Training will sit out of an activity for the day, group games, free time, etc. Parents will be contacted during the day or at the end of the program, depending on the time of the incident.

2. Second Incident: We hold our Counselor-In-Training's to the highest standard of behavior and expect them to uphold the character contract while they are at camp. We understand that the Counselor-In-Trainings are still learning, so we will try to work with them through a first incident. However, if it happens again, the Counselor-In-Training will be dismissed from the program. The parent or guardian will receive a phone call and will be asked to pick up their child by the end of the day and the Counselor-In-Training will not be allowed to attend their remaining weeks that they are registered for.

No Refund will be given for a child dismissed from the program.

We reserve the right, at any time, to dismiss from the program/choose any step immediately if we deem their behavior jeopardizes the environment, physical, emotional or other harm, to themselves, other children, staff, and/or the City of New Berlin Citizens.

We have reviewed the above with our Counselor-In-Training and we agree to follow the Character Contract.

Parent/Guardian's Signature

Date

CIT's Signature

Date