



# SUMMER CAMP



## Counselor in Training (CIT) Program



- ✓ Learn something new
- ✓ Help with camps
- ✓ Practice job skills
- ✓ Meet new friends



Ages 13-17  
1-3 weeks of camp  
\$76/summer

**APPLICATIONS  
DUE BY MARCH  
31, 2025**



Email completed applications to Heather Burgos at [hburgos@jcprc.org](mailto:hburgos@jcprc.org) by March 31, 2025.



Phone: 304-728-3207

Email: info@jcprc.org

Website: www.jcprc.org

235 Sam Michails Lane

Shenandoah Junction, WV 25438

Dear Counselor-In-Training Candidate,

Thank you for your interest in our Counselor-In-Training (CIT) program!

This program is designed for teens between the ages of 13-17 who are seeking experience to help prepare them for potential future employment in a Parks and Recreation or summer camp setting. *Candidates will be interviewed as if they are applying for an actual job.*

Duties include:

- Participating in teambuilding & training
- Assisting staff with crafts, sports, and other activities
- Setting up and cleaning up from activities
- Being a positive role model to campers

Benefits include:

- Having fun & staying busy
- Making friends
- Learning job skills
- Gaining community service hours

**Instructions:** Please fill out the attached application and questionnaire. **The deadline for submitting the completed application is March 31st, 2025. No applications will be accepted after the deadline.** Make sure to check all of the weeks and camps you would be interested in and available for. We will contact all candidates to set-up interviews. If you are selected to participate in the program, there will be a registration fee of \$76. After you are registered, the recreation coordinator will contact you regarding your schedule.

Sincerely,

Heather Burgos, Recreation Coordinator  
Jefferson County Parks & Recreation Commission  
hburgos@jcprc.org  
304-728-3207



# Counselor in Training (CIT) Application 2025

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Preferred Pronouns \_\_\_\_\_ School \_\_\_\_\_ Grade Next Fall \_\_\_\_\_ T-Shirt Size \_\_\_\_\_

CIT Phone Number \_\_\_\_\_ CIT Email \_\_\_\_\_

Parent/Caregiver 1 Full Name \_\_\_\_\_

Parent/Caregiver 1 Email \_\_\_\_\_

Parent/Caregiver 1 Phone (s) \_\_\_\_\_

Parent/Caregiver 2 Full Name \_\_\_\_\_

Parent/Caregiver 2 Email \_\_\_\_\_

Parent/Caregiver 2 Phone (s) \_\_\_\_\_

Thank you for your interest in the Counselor-in-Training program! All returning and new candidates must complete the application and go through the interview process. The application deadline is March 31st. Please send the completed application to Jefferson County Parks & Recreation, C/O Heather Burgos, 235 Sam Michaels Lane, Shenandoah Junction, WV 25442 or hburgos@jcprc.org. Once we receive the completed application, all candidates will be contacted via email to set up an interview date. If selected for the program, there will be a registration fee of \$76.

**Please check all weeks of camp you are available and interested in being scheduled for:**

*Camps are generally scheduled between 9am-4pm.*

6/9-6/13    6/16-6/18    6/23-6/27    6/30-7/3    7/7-7/11

7/14-7/18    7/21-7/25    7/28-8/1    8/4-8/8    8/11-8/15

**Please check all types of camps that interest you:**

Day Camps    Sports Camps    Art Camps    Gymnastics Camps    Dance Camps

Archery Camps    STEAM Camps    Themed Camps    Music & Theater Camps

**Can you volunteer for camps at locations within Jefferson County, WV other than Sam Michaels Park?**

(Circle) YES NO



# Counselor in Training (CIT) Application 2025

Have you volunteered as a CIT before? If yes, what years and where? \_\_\_\_\_

How did you hear about the CIT program? \_\_\_\_\_

Please list what languages you speak: \_\_\_\_\_

Please list any certifications you have (CPR etc.): \_\_\_\_\_

Please share any special skills you have: \_\_\_\_\_

**References:** Please list 2-3 adults who can describe your work ethic and strengths. You can use coaches, mentors, teachers and/or employers. Do not use friends or relatives. Please ask permission before listing a reference. Please complete all information.

Full Name \_\_\_\_\_ Relation to CIT \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Full Name \_\_\_\_\_ Relation to CIT \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Full Name \_\_\_\_\_ Relation to CIT \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_



# Counselor in Training (CIT) Application 2025

## CIT Questionnaire

1. What personal goals would you like to accomplish through the CIT program?

---

---

---

2. What types of sports, clubs, recreational activities, crafts or hobbies do you enjoy?

---

---

---

3. Aside from your skills, what personal qualities make you a good, effective leader?

---

---

---

4. Please give a few examples of when you were a team player (school projects, babysitting, sports team, clubs, community service, job experience etc.):

---

---

---



# Counselor in Training (CIT) Application 2025

## CIT Questionnaire

5. Please list any dates or weeks that you know you are not available this summer:

---

---

---

6. What else should we know about you?

---

---

---

I certify that I have completed the application and questionnaire to the best of my ability and that all information is accurate and complete.

CIT Signature \_\_\_\_\_ Date \_\_\_\_\_