



Dear Parent and Interested CIT,

Thank you for your interest in the Counselor-In-Training program. Because we believe in *Creating Opportunities for a Healthy Community*, the Oswegoland Park District has designed a summer program for preteens and teens, entering grades 7-10, that combines a broad-based leadership curriculum with hands-on work experience in one or more Park District program areas. Each week, junior counselors will work with Park District staff members in assisting with leading recreational activities while helping out with Summer Camp Connection, Early Childhood Summer Programs, daytime athletic programs, morning swim lessons, and morning gymnastics programs.

As a C.I.T., you will build relationships, gain experience, and learn new skills that can last a lifetime. The skills learned as a CIT will help students develop into stronger leaders, increase independent life skills, and learn effective methods of communicating with children and others. Junior leaders will also attend weekly mentoring workshops that will help them develop skills to interview, become stronger leaders, and problem solve.

The C.I.T program meets June 10th-August 9th. In order to be considered for the program, each participant must complete and return the application packet which includes:

1. Program Application
2. Health and Emergency form
3. Activity Plan
4. Expectations and Responsibilities Information Sheet
5. Personal Reference Form

Upon receipt of the application packet, an interview will be scheduled. Interested participants will be notified whether or not they have been accepted into the program by the end of May and what "job site" they have been assigned. Upon acceptance into the program, participants may register for the program.

We ask that application packets be returned no later than **Friday, May 3**. The C.I.T Coordinator will schedule interviews with applicants the week of May 13. Interviews will be conducted only after all application materials have been received.

***I have read and understand the above information.***

\_\_\_\_\_  
(Signature of parent or guardian) (Date)

\_\_\_\_\_  
(Signature of Interested CIT) (Date)

*If you have any questions about the C.I.T program or if you would like additional information, please call Julia Granholm at 554-4449.*

**C.I.T. Jr. Leadership Program  
Health and Emergency Information**



Name: \_\_\_\_\_ Entering grade: \_\_\_\_\_

Phone: \_\_\_\_\_ Date of birth (mo/day/yr): \_\_\_\_\_ Gender (M/F): \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Are there any custody/divorce or other family concerns our staff should be alerted to?

No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Jr. Counselor's physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Please note any allergies, illnesses or other medical conditions (Participants with life-threatening allergies must complete an Allergy Packet, which includes authorization and release/waiver forms): \_\_\_\_\_

Please note any other special needs: \_\_\_\_\_

**Permissions**

1. I give my child permission to participate fully in the program. \_\_\_\_\_ (Initial)
2. In a medical emergency, I give my parental consent for staff members to call 911 and give my child the necessary medical attention and/or have him/her transported to the nearest hospital or medical clinic. \_\_\_\_\_ (Initial)
3. My child has my permission to be transported by an Oswegoland Park District bus or School District #308 bus for field trips and program participation. \_\_\_\_\_ (Initial)

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



## Counselor-In-Training Program Application

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ M/F: \_\_\_\_\_ T-shirt size \_\_\_\_\_  
School (Fall 2019): \_\_\_\_\_ Grade (Fall 2019): \_\_\_\_\_

1. What are some of your hobbies and interests?

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2. Describe any experience you've had working with children.

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3. Why would you like to be a Counselor-In-Training?

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4. What skills do you hope to gain from the CIT program?

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Please indicate your area of interest:

\_\_\_\_\_ **Summer Camp Connection (8:45 a.m.-3:15 p.m.)**

Please rate your preference (1,2,3,4)

\_\_\_\_\_ Wheatland's Elementary

\_\_\_\_\_ Southbury Elementary

\_\_\_\_\_ Wolf's Crossing Elementary

\_\_\_\_\_ South Point (Ages 4-5)

\_\_\_\_\_ South Point (1<sup>st</sup>-2<sup>nd</sup> Grade)

**See Attached Schedules for Program Days and Times for the Following:**

\_\_\_\_\_ **Early Childhood Programs**

\_\_\_\_\_ **Gymnastics Programs**

\_\_\_\_\_ **Athletic Programs**

\_\_\_\_\_ **Swim Lessons**



## Program Responsibilities and Expectations

Welcome to the Oswegoland Park District's Counselor-In-Training program for junior counselors! You have applied for this program because you have the desire to develop your leadership skills. Over the course of the summer, you'll learn to use your unique talents and abilities to make a positive impact on the lives of participants in one or more program areas. Not only will you build a solid foundation for future employment, you'll also gain essential skills and experience you'll need to become a responsible, caring, and self-confident adult.

As a junior leader, you are responsible not only to program participants, but also to the C.I.T. Coordinator, your area supervisors, fellow junior leaders, and Oswegoland Park District staff. In particular, you are expected to:

- Take initiative
- Cooperate with co-workers
- Participate fully in all scheduled group activities
- Arrive promptly for scheduled work times
- Notify your area supervisor and the C.I.T. Coordinator if you will be absent or late
- Assist Park District staff as directed
- Adhere to Park District dress code policies
- Follow Park District policies regarding cell phone use, including but not limited to not using your cell phone during work hours, taking photos, posting on social media (Instagram, Facebook, Snapchat). No filters on your cell phone may be open at any time during your work hours.
- Assist in supervising children kindly and conscientiously
- Carry out instructions accurately when asked
- Conduct yourself in a responsible, professional manner at all times
- Be eager to learn, dependable, loyal, honest, patient, and receptive to feedback and suggestions

In addition to these expectations, you will also be responsible for:

- Assisting in planning and/or implementing daily activities
- Interacting appropriately with program participants
- Leading crafts, games, and other group activities
- Assist in preparing, serving, and cleaning up snacks
- Helping to maintain order and discipline
- Recognizing and removing safety hazards
- Playing with/instructing children of varying ages
- Communicating with supervisors and the C.I.T. Coordinator regarding absences, injuries, or discipline problems
- Serving as a positive role model for program participants – projecting a positive, enthusiastic attitude and following rules

**I have read and understand the Responsibilities and Expectations as outlined above.**

\_\_\_\_\_  
*Participant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent Signature*

\_\_\_\_\_  
*Date*



## **Six Pillars of Character**

### **Trustworthiness**

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable – do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

### **Respect**

- Treat others with respect.
- Be tolerant of differences.
- Use good manner, not bad language.
- Be considerate of the feelings of others.
- Don't threaten, hit, or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

### **Responsibility**

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self-control; be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

### **Fairness**

- Play by the rules.
- Take turns and share.
- Be open-minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

### **Caring**

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

### **Citizenship**

- Do your share.
- Cooperate.
- Stay informed.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.



**Activity Plan**

Name of Activity: \_\_\_\_\_

What kind of activity is this?

*Active Game*      *Quiet Game*      *Craft*      *Ice Breaker*      *Team-Builder*

What age group is this activity best for?

*Preschool (Ages 3-5)*      *Elementary Children (Ages 6-8)*      *Older Children (Ages 9-11)*

How much space is needed for this activity? \_\_\_\_\_

About how much time will this activity take? \_\_\_\_\_

How many leaders does this activity need and what will they be doing?

What supplies are needed for this activity? Include amount

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

Are there any safety concerns for this activity?

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

List detailed instructions for this activity:

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

List the rules for this activity:

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

If necessary, draw a diagram to illustrate how this activity is set-up and performed on the back of this sheet.

C.I.T. Jr. Leadership Program  
Personal Reference Form



\_\_\_\_\_ is applying to the Oswegoland Park District's Counselor-In-Training program for Jr. Counselors. This program is designed for preteens who desire to help others and develop lifelong leadership skills. Because we believe in *Creating Opportunities for a Healthy Community*, we've designed a fun summer program for students entering grades 7-10 to expand and improve their leadership skills. This innovative program will combine a broad-based leadership curriculum with hands-on work experience in one or more Park District program areas. Whether Jr. Counselors choose to lead recreational activities or to help out with varied interest preschool programs, they'll work not only with fellow Jr. Counselors and participating children, but also with Oswegoland Park District staff. In addition to participating in team-building exercises and working on leadership development, Jr. Counselors will practice interview skills and learn firsthand what it means to be a responsible employee.

We would very much appreciate your responses to the questions below. If you need additional space, please attach another sheet of paper. Contact Julia Granholm at 630-554-4449 or via e-mail at [jgranholm@oswegolandpd.org](mailto:jgranholm@oswegolandpd.org) if you have questions about the program or ideas to share.

Your name: \_\_\_\_\_ Email: \_\_\_\_\_

1. How long have you known the applicant? Please describe your relationship.
  
  
  
  
  
  
  
  
  
  
2. What talents, personal qualities or skills will the applicant bring to the program?
  
  
  
  
  
  
  
  
  
  
3. What types of leadership qualities will this applicant bring to the program?
  
  
  
  
  
  
  
  
  
  
4. Do you know of any reason this applicant should not be considered for the program?  
If so, please explain.

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

**Summer 2019**

**Early Childhood/Youth Varied Interest Programs**



**\_\_\_\_\_ I'm Two-rrific**

Make new friends, create art, play, listen to stories, and sing songs. Class is designed to help children become acclimated to a preschool classroom and assist them in becoming more independent. Ages 2-3

Thursdays, June 6-27 & July 11-August 8, 9:00-10:00 a.m.  
Boulder Point

**\_\_\_\_\_ Two-rrific Dancers**

After our time in the classroom, we'll learn basic dance movements through creative movement activities. Ages 2-3

Tuesdays, June 4-July 2 & July 9-August 6, 10:00-11:30am  
Boulder Point

**\_\_\_\_\_ Two-rrific Tumblers**

After our time in the classroom, we'll tumble, jump, and run in the gym and work our muscles to develop large motor skills through gymnastic movements. Ages 2-3

Thursdays, June 6-27 & July 11-August 8, 10:15-11:45am  
Boulder Point

**\_\_\_\_\_ Two-rrific Mighty Mites**

After our time in the classroom, we'll work our muscles as we learn a variety of sports activities. Ages 2-3

Fridays, June 8-July 6 & July 13-August 10, 9:00-10:30am  
Civic Center

**\_\_\_\_\_ I'm Ready for School**

Letters, numbers, shapes, and colors will be covered while we enjoy art/craft time, circle time, stories, songs, and free play. Ages 2 ½-3 ½

Wednesdays & Fridays  
June 5-July 5 & July 10-August 9  
9:00-11:00 a.m.  
Boulder Point

### **\_\_\_\_\_ Ready, Set, Grow**

Build on preschool skills already learned during the school year or join us if you're heading to preschool in the fall. Handwriting, math, science, art, phonics, and more will be explored through a variety of activities. Ages 3-4

Mondays, Wednesdays, and Fridays  
June 3-July 5 & July 8-August 9  
9:00-11:00am  
Boulder Point

### **\_\_\_\_\_ Little Explorers**

New friends await as you explore a different theme each week! Songs, stories, and arts and crafts projects will be part of the fun! Ages 3-5

Tuesdays and Thursdays,  
June 4-August 1 (No class 7/2 & 7/4)  
9:00-11:30 a.m.  
Civic Center

### **\_\_\_\_\_ Kindergarten Readiness Camp**

Calling all future Kindergartners and 1st graders! This engaging program will help your child prepare for kindergarten or build on the knowledge already learned to help them prepare for 1st grade. Arts and crafts projects, stories, group time, and more will all be part of the fun! Children will expand their knowledge of math skills, listening skills, social skills, letters, phonemic awareness, language, and everyday life skills.

Tuesday-Thursday,  
June 4-20, June 25-July 11, and July 16-August 1  
9:00am-12:30pm  
South Point

## **Summer 2019**

### **Gymnastics/Tumbling Programs-Boulder Point**

#### **\_\_\_\_ Mondays, June 3-July 1 & July 8-Aug 5**

- 9:00-9:45 am: Tumbling Tykes (4 Years)
- 9:00-9:55 am: Girls Gymnastics Level 1A (ages 5-10 Years)
- 10:00-10:55 am: Girls Gymnastics1B (ages 5-10 Years)

#### **\_\_\_\_ Tuesdays, June 4-July 2 & July 9- Aug 6**

- 9:00-9:45 am: Tumbling Tots (ages 1 ½-3 years)
- 9:00-9:45 am: Tumbling Tykes (ages 3 years)
- 10:00-10:45 am: Tumbling Tykes (ages 2 & 3 years)
- 11:00-11:55 am: Girls Gymnastics Level 1 (Ages 5-10 Years)

#### **\_\_\_\_ Wednesdays June 5-July 3 & July 10-Aug 7**

- 9:00-9:45 am: Tumbling Tykes (ages 4 years)
- 9:00-9:45 am: Girls Gymnastics 1B (ages 5-10 Years)
- 10:00-10:55 am: Kinder Boys Gymnastics (ages 4-5)

#### **\_\_\_\_ Thursdays June 6-27 & July 11- Aug 8**

- 9:00-9:45 am: Tumbling Tots (ages 1 ½-3 years)
- 9:00-9:45 am: Tumbling Tykes (ages 3 years)
- 10:00-10:45 am: Tumbling Tykes (ages 2 years)
- 10:00-10:45 am: Tumbling Tykes (ages 4 years)

#### **\_\_\_\_ Fridays June 7- July 5 & July 12-August 9**

- 9:00-9:45 am: Tumbling Tykes (age 2 years)
- 10:00-10:45 am: Tumbling Tykes (age 2 years)
- 10:00-10:55 am: Girls gymnastics Level 1B (ages 5-10 years)
- 11:00-11:55 am: Girls Gymnastic Level 1A (ages 5-10 years)

## **Summer 2019**

### **Morning Athletic Programs**

Future athletes will learn various sports activities including basic rules, fun games, drills, and mini games.

#### **\_\_\_\_Mighty Mites Flag Football**

- Monday , June 3-24- 11:00-11:45 am (ages 5-7) Civic Center
- Tuesday , July 9-30- 11:00-11:45 am: (ages 4-6) Civic Center

#### **\_\_\_\_Mighty Mites Soccer**

- June 4-25 Tuesday-11:00-11:45 am (ages 4-6) Civic Center
- July 9-30 Tuesday- 10:00-10:45 am: (ages 3-5) Civic Center
- July 11-August 1- Thursday 9:00-9:45 am: (ages 3-5) Civic Center

#### **\_\_\_\_Mighty Mites Floor Hockey**

- June 6-27 –Thursday 10:00-10:45 am: (ages 3-5)Civic Center
- July 10-31 –Wednesday 10:00-10:45 am: (ages 5-7)

#### **\_\_\_\_Mighty Mites Sports Camp**

- June 3-24 Monday 10:00-10:45 am: (ages 3-5) Civic Center
- June 6-27 –Thursday 11:00-11:45 am: (ages 4-6) Civic Center
- July 9-30 –Tuesday 9:00-9:45 am: (ages 4-6)Civic Center

#### **\_\_\_\_Mighty Mites Basketball**

- July 11-August 1- Thursday 11:00-11:45 am (ages 5-7)Civic Center

#### **\_\_\_\_Mighty Mites Baseball**

- June 4-25-Tuesday 10:00-10:45 am: (ages 3-5) Civic Center
- July 11-Aug 1-Thursday 10:00-10:45 am(ages 3-5) Civic Center
- June 6-27 Thursday 9:00-9:45 am: (ages 4-6) Civic Center

## **Summer 2019**

### **Tennis**

Young players-advanced players can enjoy learning the fundamentals and learning new skills or building on their basic skills. Games, activities, and drills will help players learn and improve their forehand, backhand, net play, and volley.

#### **\_\_\_\_\_ Tennis II (ages 8-12 years)**

- Mondays & Wednesdays, June 3-19 & July 8-24, 8:30am-9:30am, Civic Center
- Tuesdays & Thursdays, June 4-20 & July 9-25, 8:30-9:30am, Civic Center

#### **\_\_\_\_\_ Tennis I (ages 8-12 years)**

- Mondays & Wednesdays, June 3-19 & July 8-24, 9:30am-10:30am, Civic Center
- Tuesdays & Thursdays, June 4-20 & July 9-25, 9:30-10:30am, Civic Center

#### **\_\_\_\_\_ Pee Wee Tennis (ages 5-7 years)**

- Mondays & Wednesdays, June 3-19 & July 9-25, 10:30-11:15am, Civic Center
- Tuesdays & Thursdays, June 4-20 & July 9-25, 10:30-11:15am, Civic Center

## **Summer 2019**

### **Morning Swim Lesson Programs**

#### **June 3-13 (M-F/M-Th)**

##### **\_\_\_\_\_ Civic Center Aquatic Park**

8:45-9:30am – Beginner (ages 5+ years), Advanced Beginner (ages 5+ years)

9:00-9:30am – Preschool Level 1 & 2 (ages 3-5 years)

9:45-10:30am – Beginner (ages 5+ years), Advanced Beginner (ages 5+ years)

9:45-10:15am – Preschool Level 1 (ages 3-5 years)

##### **\_\_\_\_\_ Winrock Pool**

9:00-9:45am – Beginner (ages 5+ years)

9:15-9:45am – Preschool Level 1 & 2 (ages 3-5 years)

10:00-10:45am – Beginner (ages 5+ years)

10:00-10:30am – Preschool Level 1 & 2 (ages 3-5 years)

#### **June 17-27 (M-F/M-Th)**

##### **\_\_\_\_\_ Civic Center Aquatic Park**

8:45-9:30am – Beginner (ages 5+ years), Advanced Beginner (ages 5+ years)

9:00-9:30am – Preschool Level 1 & 2 (ages 3-5 years)

9:45-10:30am – Beginner (ages 5+ years), Advanced Beginner (ages 5+ years)

9:45-10:15am – Preschool Level 1 (ages 3-5 years)

##### **\_\_\_\_\_ Winrock Pool**

9:00-9:45am – Beginner (ages 5+ years)

9:15-9:45am – Preschool Level 1 & 2 (ages 3-5 years)

10:00-10:45am – Beginner (ages 5+ years)

11:00-11:45am – Beginner (ages 5+ years)

10:00-10:30am – Preschool Level 1 & 2 (ages 3-5 years)

#### **July 22-August 1 (M-F/M-Th)**

##### **\_\_\_\_\_ Civic Center Aquatic Park**

8:45-9:30am – Beginner (ages 5+ years), Advanced Beginner (ages 5+ years)

9:00-9:30am – Preschool Level 1 & 2 (ages 3-5 years)

9:45-10:30am – Beginner (ages 5+ years), Advanced Beginner (ages 5+ years)

9:45-10:15am – Preschool Level 1 (ages 3-5 years)

##### **\_\_\_\_\_ Winrock Pool**

9:00-9:45am – Beginner (ages 5+ years)

9:00-9:30am -Preschool Level 1 & 2 (ages 3-5 years)

9:15-9:45am -Preschool Level 1 & 2 (ages 3-5 years)

10:00-10:45am – Beginner (ages 5+ years)

9:45-10:15am – Preschool Level 1 & 2 (ages 3-5 years)

**Morning Swim Lessons (cont'd)**

**\_\_\_\_\_ Beginner Camp, 9:45-11:30am, Civic Center Aquatic Park, M-F, ages 5+ years**

- June 3-7
- June 10-14
- July 8-12
- July 15-19
- July 22-26
- July 29-August 2