



TOWN OF PLEASANT VALLEY

1554 MAIN STREET
PLEASANT VALLEY, NY 12569
SANDY COE, RECREATION DIRECTOR
PHONE: 845-266-9222
FAX: 845-266-3873
WWW.PVREC.COM

JR CIT (COUNSELOR IN TRAINING) PACKET

DATE _____

NAME _____

HOME # _____ CELL # _____

EMAIL ADDRESS: _____

THIS IS A TWO PART PROCESS.

PART 1 IS COMPLETING THE JR CIT REGISTRATION ONLINE AT WWW.PVREC.COM.

PART 2 IS COMPLETING AND SUBMITTING THIS APPLICATION IN **FULL**.

USING THE CHECKLIST PROVIDED FOR YOU BELOW AS A GUIDELINE, PLEASE BE SURE **EVERYTHING** THAT IS REQUIRED IS INCLUDED WHEN SUBMITTING THE APPLICATION.

PLEASE NOTE: APPLICATIONS THAT ARE MISSING **ANY** OF THE REQUIRED INFORMATION, WILL ***NOT*** BE ACCEPTED.

- PLEASE PROVIDE A **MINIMUM OF TWO LETTERS OF RECOMMENDATION FROM LEADERS IN THE COMMUNITY** (REQUIRED)
- JR CIT – COUNSELOR IN TRAINING APPLICATION** (REQUIRED)
- MEDICAL HISTORY AND IMMUNIZATION RECORD FROM DR.** (MUST BE SUBMITTED ALONG WITH APPLICATION)
- STAFF CONTACT INFORMATION** (REQUIRED)
- CAMP SUNNY DAYS GOLDEN RULES** (PLEASE READ AND KEEP FOR REFERENCE)

NOTE: MANDATORY CAMP STAFF MEETING, JUNE 3RD, 5P.M.
~APPLICATIONS MUST BE RECEIVED BY MAY 15TH ~

ALL FORMS SHOULD BE SUBMITTED TO THE PV RECREATION DEPARTMENT
LOCATED AT 27 HIBERNIA ROAD, SALT POINT.
OUR OFFICE HOURS ARE MONDAY - THURSDAY 9AM - 4PM AND FRIDAY 9AM - 1 PM.
THERE IS A SECURE MAILBOX OUTSIDE THE OFFICE FOR DROP OFF AFTERHOURS.

IF SUBMITTING THEM VIA MAIL,
TOWN OF PLEASANT VALLEY / ATTENTION: RECREATION
1554 MAIN STREET, PLEASANT VALLEY, NY 12569.

IF YOU HAVE ANY QUESTIONS PLEASE FEEL FREE TO CONTACT THE RECREATION OFFICE.



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Jr CIT – Counselor In Training Application

This application should be filled out by the applicant.
Please provide a *minimum* of two letters of recommendation from leaders in the community along with the completed application form by May 15th.

PLEASE READ:

Thank you for your interest in the Jr CIT (Counselor In Training) Program in The Town of Pleasant Valley. This program is a youth skills-leadership development program for teens between 14 and 17 years of age and participation is on a volunteer basis. This is not a paid position. There will be a Jr CIT performance evaluation, which will enable the Jr CIT participant to use their experience on a job application in the future. Participation as a Jr CIT in the program is not a guarantee for future employment as a Counselor.

Jr CIT Evaluations will be taken into consideration, as part of the interview process to fill open Counselor positions in the future, if an application is submitted for a Counselor Job.

PLEASE PRINT CLEARLY:

Date: _____

Name: _____ Age: _____ Date of Birth: _____

Street Address: _____

Town / State / Zip: _____

Cell #: _____ Email Address: _____

School Currently Attending: _____ Grade: _____

Please indicate any Physical Limitations / Medical Conditions we need to be aware of: _____

Name of Parent / Guardian: _____ Phone: _____

Emergency Contact Name: _____ Emergency Contact #: _____

WORK EXPERIENCE:

Please list any work experience (Baby-sitting, Volunteer Work, Odd Jobs, etc.):

Name of Business or Individual	Supervisor	Dates of Employment
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Job Duties (Type of Work Done)



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WORK EXPERIENCE: (Continued)

Name of Business or Individual	Supervisor	Dates of Employment
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Job Duties (Type of Work Done)

GENERAL INFORMATION:

Please list special skills (Arts & Crafts, First Aid, Sports, etc.): _____

Please list Hobbies, Sports Teams, etc.: _____

Why do you want to be a Jr CIT? (Please be specific):

PARENTAL CONSENT:

I hereby give my permission for my child, _____, to participate in the Pleasant Valley Summer Program as a Jr CIT (Counselor In Training). Further, I authorize the Town of Pleasant Valley Summer Program to provide emergency treatment of an injury to or an illness of my child if qualified medical personnel consider the treatment necessary and perform the treatment.

**This authorization is granted, only if I can NOT be reached, and a reasonable effort has been made to do so.*

SIGNATURE Of Parent / Guardian: _____ Date: _____

AFFIRMATION:

I affirm that the statements made on this application and any attached papers or documents are true. Furthermore, I understand that participating as a Jr CIT in the Summer Program is a Volunteer Position and no guarantee of future employment as a Counselor.

SIGNATURE Of Applicant: _____ Date: _____



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Jr CIT – Counselor In Training ~ Duties Description

PLEASE READ:

- Be a good role model for campers and fellow Jr CIT's.
- Show respect towards School Staff, Program Staff, Counselors, fellow Jr CIT's, Parents and Campers.
- Have a good attitude every day. Wear a smile!
- Eagerly participate in all program areas.
- Follow through with all assigned tasks.
- Keep a daily journal.
- Attend all Jr CIT workshops.
- Must be at least 14 years of age.
- Treat this as your job, make every effort to attend every day; notify Recreation Director if unable to attend Camp.

List of Possible Assigned Tasks:

- Assist with program set-up
- Fill water cooler
- Greet young campers and bring them to their group
- Assist in any assigned group
- Distribute equipment
- Assist in any program area
- Help prepare for activities
- Assist with program clean-up
- Other duties as assigned

And More!!

I have read and understand the responsibilities of being a Jr CIT. I will make every effort to perform my duties correctly and with a good attitude. I know I can ask the Program Director for any assistance or clarification of these duties if needed.

SIGNATURE OF Jr C.I.T. _____ Date: _____



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CONTACT INFORMATION
PLEASE PRINT CLEARLY

Name: _____ DOB: _____

Address: _____

Home #: _____ Cell #: _____

Email Address: _____

Staff T-Shirt _____

EMERGENCY CONTACT:

Please provide us with CURRENT telephone numbers for someone other than yourself as a backup if we are not able to reach you, should an emergency arise.

Name _____

Phone # _____

Phone # _____

Preferred Hospital: _____

Doctor: _____

Doctor's # _____

Allergies:

Any other Medical Information you feel we should be aware of:



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CAMP SUNNY DAYS GOLDEN RULES

1. Our campers are THE most important people in our camp.
2. Our campers are not dependent on our camp; they ARE the purpose of it.
3. Campers are NOT interruptions of our work; they ARE the purpose of it.
4. Our campers do us a favor when they ask for help, we are NOT doing them a favor by serving them.
5. Our campers are part of the camp; they are not "outsiders".
6. Our campers are not cold statistics, they are flesh and blood human beings with feelings and emotions like our own.
7. Our campers are not people with whom to argue or match wits.
8. Our campers are people who bring us their wants; it is our job to fill those wants.
9. Our campers are deserving of the most courteous and attentive treatment we can give them, nothing less is acceptable.
10. Campers are the lifeblood of this camp; THEY ARE the reason we have a job.

*"Those who bring sunshine into the lives of others, cannot keep it from themselves."
~James Barrie*