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Dear CIT Applicant and Parent,

Thank you for your interest in the Counselor-in-Training (CIT) Program. The purpose of this letter is to inform both the applicant and the parent about what the expectations are of the CITs.

Eligibility

Applicants who have completed the 8th grade as of the 2023-24 school year are eligible. They also must be able to attend the session they apply for due to the limited space available at the program.

CIT Program Schedule

The CIT program takes place in conjunction with the Camp Lakeshore and PowerPlay program. It costs \$110 for the initial one-week session and then an additional \$20 for each additional weekly session. This pays for our camp staff time, field trip entries, supplies, First Aid & CPR Training, and a special Camp CIT shirt. It is important to make sure the applicant is available for all the requested sessions. The applicant will rank the sessions they are available on the application with "1" being their top choice and "8" being their last choice if they are interested in all 8 sessions.

<u>Week</u>	<u>Theme</u>	<u>Field Trip</u>
Jun 10-14	Full STEAM Ahead!	Ann Arbor Hands on Museum
Jun 17-21*	Musical Medley	Greenfield Village
Jun 24-28	Spirit Week	Kids Day at the Capital
Jul 1-3*	Salute to Camp	Novi Ice Arena
Jul 8-12	The Sky is the Limit!	Sky Zone Canton
Jul 15-19	Making a Splash!	Rolling Hills Water Park
Jul 22-26	Let the Games Begin!	Pinz Bowling Center
Jul 29-Aug 2	Pump it up!	Lansing Lugnuts
Aug 5-9	A Picking We Will Go	Spicer Orchards
Aug 12-16	Into the Next ERA!	Bounce House Celebration

Application Process

Step One: CIT Applications must be returned to the Novi Parks office by Friday, May 10th, 2024. Please fill out the entire application and sign at the bottom.

Step Two: Group interviews will take place the week of May 13th. We will contact you on Monday May 13th via email to let you know if you will be a part of the group interview. If applicants are unable to make it, we will contact you and set up a phone interview.

Step Three: CIT placement decisions will be based on the application, interviews, and references. If the applicant has not heard from the City of Novi by Monday, June 3rd at 12 pm, please contact us at 248.347.0400

City of Novi

45175 Ten Mile Road
Novi, Michigan 48375
248.347.0400
248.347.3286 fax

cityofnovi.org

Final Thoughts

Space is limited and not everyone who applies will be accepted into the CIT program. We ask that all communication regarding the application process and the program should be between the applicant, the Recreation Supervisor and the Head Counselor of Camp Lakeshore and Camp PowerPlay. This is because part of the program is to simulate what it is like to have a job, and we are looking for self-motivated, mature, and independent candidates. However, we do encourage parents to help the applicant fill out the application and we encourage them to help the applicant get ready for their interview. There is also a registration form for the parent to fill out at the end of this application. If the applicant is interested in taking part in more than one session, please mark that on the registration form.

We look forward to working with the CIT participants. We believe by the time they are done with the program; they will have gained valuable skills to help them in all aspects of their life. If you have any questions about the process, please call me or email me as soon as possible. Thanks again!

Sincerely,



John Gillingham
Recreation Supervisor
Novi Parks, Recreation, and Cultural Services
248-347-0474 office | 248-752-9239 cell
jgillingham@cityofnovi.org



City of Novi Camp Lakeshore & PowerPlay

Counselor-In-Training Application
For applicants going into grades 9-11 in the 2024-25 school year
Application Deadline: May 10th

Full Name: _____ Date of Birth: _____

Address: _____

City: _____ State: _____ Zip: _____

Preferred Phone Number (____) _____

Email Address: _____ School: _____ Current Grade: _____

Have you attended Camp Lakeshore or PowerPlay in the past? _____
If so, when? _____

Other camps you have attended _____

What do you do in your free time? _____

What certifications do you have that will be current up until August 16, 2024? (CPR, First Aid, lifeguarding, etc.): _____

Preferences for Participation

Please rank your preferences for participation: If you are unavailable during a particular session, please leave the ranking blank. It is very important to look over your schedule carefully before ranking because once CITs are brought in for particular sessions, it is hard to switch them. "1" is your top preference, "9" as your final preference.

Session:	1	2	3	4	5	6	7	8	9
Dates:	June 10-14	June 17-21*	June 24-28	July 8-12	July 15-19	July 22-26	July 29 - Aug 2	Aug 5-9	Aug 12-16
Times:	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm	9am-5pm
Rank:									

If you have any specific reasons behind your requests that you want us to know about, please tell us here: _____

Activity Area Instruction

At Camp Lakeshore and PowerPlay we provide the following type of activities: Swimming, Arts and Crafts, Active Games (sports, playing games where you move such as various tag games), Passive Games (riddles, small group games without movement), Activities in Nature, Drama, Dance/Music, Creative Music, Science Experiments, and Team Building.

Using the activities listed above, give us three you can best instruct and any relevant experience:

Activity 1: _____
Experience:

Activity 2: _____
Experience:

Activity 3: _____
Experience:

References: List in spaces provided below three names, not related to you, who have knowledge of your qualifications and experience in regard to this position.

Name:	Title/Position:	Email Address:	Phone Number:	Years Acquainted:

Applicant Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Parent Name (Printed): _____