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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 8<sup>th</sup> grade as of the 2021-22 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 \$83 per one week session (\$99 for non-residents). This pays for our camp staff time, supplies, First Aid & CPR Training and a special Camp Lakeshore 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 20-24	Mission to Mars	Cranbrook Institute
Jun 27-Jul 1	Circus Circus	Detroit Zoo
Jul 11-15	Color Your Way	Glazy Days
Jul 18-22	Beach Party	Canoeing at Proud Lake
Jul 25-29	Superhero's	Emagine!
Aug 1-5	Get in the Game	Pinz! Bowling
Aug 8-12	Adventureland	Greenfield Village
Aug 15-19	Spirit Week	Bounce Celebration

**Application Process**

**Step One:** CIT Applications must be returned to the Novi Parks office by Monday, May 16. Please fill out the entire application and sign at the bottom.

**Step Two:** Group interviews will take place the week of May 23. We will contact you on Friday May 20 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 setup 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 6 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](http://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,

Greg Morris  
Recreation Supervisor



# City of Novi

## Camp Lakeshore & PowerPlay

Counselor-In-Training Application  
For applicants going into grades 9-11 in the 2022-23 school year  
Application Deadline: May 16

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 19, 2022? (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, "8" as your final preference.

Session	1	2	3	4	5	6	7	8
Dates	June 20-24	June 27- July 1	July 11-15	July 18-22	July 25-29	Aug 1-5	Aug 8-12	Aug 15-19
Times	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 regards to this position.

Name	Title/Position	Email Address	Phone Number	Years Acquainted

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Name (Printed) \_\_\_\_\_