

**TOWN OF HUNTINGTON  
DEPARTMENT OF PARKS & RECREATION  
PLAYGROUND/PRE-SCHOOL PROGRAM  
COUNSELOR-IN-TRAINING PROGRAM 2016**

Dear Playground Program C.I.T. Applicant:

Attached is an application for the Counselor in Training (C.I.T.) Program with the Playground/Pre-School Program. The selection of C.I.T.'s is a privilege and is not guaranteed. The number of C.I.T.'s accepted is based on camper enrollment and the number of locations, which will not be known until mid to late May.

Applicants must apply for a minimum of three weeks. Preference will be given to candidates who can work 3 consecutive weeks. Due to the demand for this program, it may be necessary to limit the number of weeks your child can attend. Preference is given to previous C.I.T.'s who have received positive evaluations and Town of Huntington residents. The Department will try to place your child as close to home as possible.

C.I.T.'s will only be considered for employment as a Playground or Pre-School counselor when they reach the age of 16. There is no guarantee of employment. Available positions are limited and only C.I.T.'s who received the highest evaluations will be considered. All **first year C.I.T.'s** will be required to attend a training session on June 6th from 4:45 PM to 6 PM in Huntington Town Hall Board Room.

Applications are due no later than May 2, 2016. Late applications will be placed on a waiting list. All applicants will be notified of their acceptance or denial by June 10, 2016. Please **DO NOT SEND payment with application**. If this occurs, the application and check will be returned. Please do not call the office to inquire or lobby for your child.

It should be noted that all C.I.T.'s will be asked to attend an orientation on June 28<sup>th</sup> from 10 AM to Noon at their assigned Playground/Pre-School site. The acceptance letter will have site information and an attached **emergency/medical form that will be collected on the day of the orientation.**

If you have any questions, please call 351-3097.

Sincerely,

Jack Fass  
Recreation Supervisor

JF:gmp  
Enclosures

**TOWN OF HUNTINGTON  
DEPARTMENT OF PARKS AND RECREATION  
PLAYGROUND/PRE-SCHOOL PROGRAM COUNSELORS-IN-TRAINING  
APPLICATION 2016**

**JOB RESPONSIBILITIES:** Assist program directors/teachers and counselors with the supervision of children, ages 3 through 12, in the Town's Playground/Pre-School Program. C.I.T.'s will learn how to be counselors. After successful completion of the C.I.T. Program, participants may be considered for counselor positions in the Playground/Pre-School Program when he/she reaches 16 years of age, if openings exist and they receive a high evaluation. There is no guarantee of employment.

**DAYS & TIMES:** July 5 – August 12, 2016  
Monday thru Friday, 8:45 AM to 12:15 PM  
Must enroll for a minimum of three weeks (preference will be given to candidates who can work 3 consecutive weeks)

**ELIGIBILITY:** Must be entering 8<sup>th</sup> grade or above as of September 2016

**LOCATION:** Programs are held at elementary schools or Town parks within The Town of Huntington

**FEE:**

1 <sup>st</sup> year	-	\$90.00
2 <sup>nd</sup> year	-	\$45.00
3 <sup>rd</sup> year	-	No Fee

**APPLICANT REQUIREMENTS**

1. Must like working with children
2. Must be a responsible, positive role model
3. Skills in sports, games or arts & crafts a plus, but not necessary
4. Experience working with children helpful but not necessary
5. Preference will be given to those candidates who were enrolled in the Playground Program or Camp or were successful CIT's in the past

**TRAINING:** First year C.I.T.'s will be asked to attend a training session on June 6<sup>th</sup> from 4:45 to 6 PM prior to the start of the program. All C.I.T.'s are required to attend an orientation meeting on June 28<sup>th</sup> at the playground site they are assigned.

**COMPLETE THE ATTACHED APPLICATION FORM AND RETURN TO:**

**Town of Huntington  
Department of Parks and Recreation  
100 Main Street  
Huntington, NY 11743  
ATT: Playground/Pre-School Program C.I.T.**

