

City of St. Cloud

Counselor-in-Training Reference Form

(Applicant Name)

(Applicant Address)

The above individual is under consideration for participation as a Counselor-in-Training for the City of St. Cloud Summer Camp Program. Campers enjoy various activities such as sports, games and arts and crafts. As a Counselor-in-Training, the applicant will learn how to be an effective counselor through instruction and by working directly with the campers. Please help us in our selection by giving your assessment of this person's abilities. Thank you.

How long have you known the applicant and in what capacity? (ie: friend, teacher, etc.)

Please describe the applicant's maturity and responsibility.

Does the applicant enjoy working with the children? Does he/she work well with children?

Please cite examples:

What factors, if any, may limit his/her effectiveness?

What sports skills (if any) does the above applicant possess?

Would you recommend this applicant to become a Counselor-in Training? Why or why not?

(Continued on Reverse)

Please rate the candidate on the following skills:

Criteria	Superior	Above Average	Average	Poor	Not Acceptable	Not Observed	Comments
Adaptability							
Common Sense							
Ability to handle Emergency Situations							
Self-confidence							
Ability to work with children							
Ability to express self							
Ability to accept supervision							
Ability to plan, delegate and follow through							

Print Name: _____

Position: _____

Signature: _____

Date: _____

Address: _____

City/ST/Zip: _____

Home Phone: _____

Work Phone: _____

Please return to: Deadline: 3/27/2020	Lillian Rosario Human Resource Technician City of St. Cloud 1300 9 th Street St. Cloud, FL 34769	For more information: Lillian Rosario PH: 407-957-8435 FAX: 407-957-7273 lillian.rosario@stcloud.org
---	---	--



Volunteer Application

Name: First		M.I.	Last:
Address:		City/State/Zip:	
Department(s) you are interested in volunteering for:		E-mail address:	
Home Phone: ()	Work Phone: ()	Cell Phone: ()	
Check all that apply			
Education:	<input type="checkbox"/> Diploma or GED	<input type="checkbox"/> Still in High School	Name of H.S. _____
	<input type="checkbox"/> Some College	<input type="checkbox"/> 2 Years of College	Current Grade, if still in H.S. _____
	<input type="checkbox"/> Graduate Degree	<input type="checkbox"/> 4 Years of College	<input type="checkbox"/> Other
Special Skills:	<input type="checkbox"/> Windows	<input type="checkbox"/> 10-Key	<input type="checkbox"/> Typing: _____ wpm
	<input type="checkbox"/> MS Word	<input type="checkbox"/> MS Excel	<input type="checkbox"/> Access
	<input type="checkbox"/> MS Outlook	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Other
Drivers' License:	<input type="checkbox"/> Class E-Operator	<input type="checkbox"/> CDL – A	<input type="checkbox"/> CDL – B
		<input type="checkbox"/> CDL – C	<input type="checkbox"/> Other
Languages:	<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other
Certifications:	<input type="checkbox"/> CPR	<input type="checkbox"/> First Aid	<input type="checkbox"/> Other:
List any other skills that may pertain to your area of interest:			
	<input type="checkbox"/> Fundraising	<input type="checkbox"/> Planning Events	<input type="checkbox"/> Record Keeping/Accounting
	<input type="checkbox"/> Musical	<input type="checkbox"/> Art Work	<input type="checkbox"/> Grant Writing
	<input type="checkbox"/> Presentations	<input type="checkbox"/> Clerical	<input type="checkbox"/> Painting Walls/Buildings
	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Woodworking	<input type="checkbox"/> Computer Work
	<input type="checkbox"/> Other (please specify) _____		
Are you at least 16 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you require any special accommodations, if so, please specify:			
Specify Volunteer Jobs or Programs you are interested in:			
To your knowledge, do you have any relatives working for the City of St. Cloud? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, state name of employee and relationship:			
Are you a current or former sworn law enforcement officer, other employee** or the spouse or child of one, who is exempt from public records disclosure under F.S., 119.07 (4)(1)? ** Other covered jobs include: code enforcement officers, HR Directors, Firefighters <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever volunteered or worked for the City of St. Cloud: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, state year and department:			
Availability:	Can Start When: _____	# of Days per Week: _____	
	# of Hours per Day: _____		
Reason for wanting to volunteer:			
Please list any relevant volunteer or work experience:			

Have you ever been convicted of a MISDEMEANOR or FELONY other than minor traffic violations and/or placed on probation, fined or given a suspended sentence in court? Include any convictions by military trial and any criminal charges for which you are awaiting trial. Yes No

List all cases other than minor traffic violations (driving under the influence, reckless or hit-and-run are not minor traffic violations).

Your fingerprints may, at some point, be sent to State and Federal agencies and will be subject to satisfactory review of any criminal convictions. PLEASE NOTE: A full disclosure by you is to your advantage, as your record does not constitute an automatic bar to service. Factors such as, but not limited to, age at time of offense(s) and date of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. **HOWEVER, FAILURE TO ADMIT CONVICTIONS WILL RESULT IN DISQUALIFICATION.**

List three references non relatives (may be from previous jobs):

Name: _____ E-mail Address: _____

Phone Number: _____ Relationship/Years Known: _____

Name: _____ E-mail Address: _____

Phone Number: _____ Relationship/Years Known: _____

Name: _____ E-mail Address: _____

Phone Number: _____ Relationship/Years Known: _____

VOLUNTEER POSITIONS WITH THE CITY OF ST. CLOUD ARE NON-PAID. FURTHERMORE, VOLUNTEERING WITH THE CITY DOES NOT IMPLY THAT THERE MAY BE ANY POTENTIAL PART-TIME OR FULL TIME EMPLOYMENT OR BE CONSTRUED AS AN OFFER OF EMPLOYMENT AFTER COMPLETION OF VOLUNTEERING.

I certify that the information contained in this application is correct and complete to the best of my knowledge, and understand that falsification of this application in any detail is grounds for disqualification from further consideration or for dismissal from service. I hereby authorize investigation of all statements I have made herein. I authorize the companies or persons named herein to give any information regarding my past employment, together with any information that they have regarding me, whether or not it is on their records. I hereby release said companies or persons, and the City of St. Cloud from all liability for any damages whatsoever for issuing or obtaining this information. In the event I am selected for service by the City of St. Cloud, I agree to comply with all its policies, rules and regulations.

Date: _____ Applicant's Signature: _____

CITY OF ST. CLOUD

COUNSELOR-IN-TRAINING (C.I.T.) AGE CONFIRMATION FORM

This forms serves as verification that the below minor is 14 years of age or above.

I, _____ confirm that my child _____,
Parent/Legal Guarding CIT participant

Date of birth, _____ is or will be 14 years old before June 1, 2020.

MINOR'S SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

TO BE COMPLETED BY EMPLOYER:

Type of Evidence of Age Accepted:

Birth Certificate FL State ID Passport Other (Explain) _____

STATE OF FLORIDA
COUNTY OF OSCEOLA

Sworn to and subscribed before me this ____ day of _____, 20____, by _____ who is
personally known to me or who produced identification _____

Notary Signature

My commission expires on: _____

Notary printed/ typed name



The City of St. Cloud Parks and Recreation Youth Camp Counselor-In-Training program

The Counselor-in-Training program has been developed to give young people age 14 and older the opportunity to acquire leadership skills through involvement in the St. Cloud Parks & Recreation Department Summer Camp Program.

All candidates **MUST** complete a Counselor-In-Training application, a Volunteer application with at least two reference forms and a satisfactory discipline record for school year 2018-2019 and turn them into the Human Resource department at City Hall. Reference forms should not be from any relative (mother, father, guardian, grandparents, siblings, etc.). Appropriate references should be teachers, neighbors, family friends, coaches, etc. The deadline to submit a Counselor-In-Training application is **Friday March 27, 2020**.

Applicants may be contacted to interview for the Counselor-In-Training program once all applications have been received. There are limited spots available, and the candidates that are chosen will be notified via email and/or phone.

The City of St. Cloud Summer Camp program will be held June 4, 2020- August 7, 2020. The dates are based off of the Osceola County School District calendar. CIT's are strongly encouraged to work Monday through Friday. The shift is typically from 8:15am-5:15pm with two 30 minute breaks, scheduled at 12:15pm and 3:30pm. If a CIT needs to work a different shift, the CIT must get the approval of the Special Events and Programs Supervisor or Recreation Superintendent. The CIT's are also required to participate in the summer camp training. Camp training will be held June 1-2, 2020.

For more information regarding the CIT program, please contact Parks and Recreation at 407-957-7243.

For more information regarding the volunteer or employment application process, please contact Human Resources at 407-957-7220.



City of St. Cloud

Counselor-In-Training Application

The goal of the Counselor-In-Training (CIT) program is to provide 14-16 year olds with the opportunity to be mentored by our Summer Camp Counselors, Camp Leads and Supervisors and to learn the leadership skills that are necessary for them to act as role models for children younger than themselves. CIT's will be assigned to a specific age group within Youth Camp each week of Summer Camp, and through hands-on experience, will have the opportunity to interact with counselors and campers in the operation of our Summer Camp Program. CIT's will have extensive amount of direct interaction with program participants and as such should be friendly and approachable.

Personal Information:

Full Name: _____

Will you be at least 14 years old or older by June 1, 2020? Yes No (Circle one)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Parent/Guardian's Name: _____

Phone: _____ Email: _____

Summer Camp 2020: June 4, 2020- August 7, 2020; based off of the Osceola County School District Calendar

- CIT's work a schedule from 8:15am-5:15pm, with two 30-minute breaks (12:15pm-12:45pm and 3:30pm-4:00pm)

Have you attended the City of St. Cloud Summer Camp Program before? Yes No (Circle one)

If yes, what year(s) were you a participant? _____

Continued on next page

Education:

Current School: _____ Current Grade: _____

Favorite Classes: _____

Additional School Activities:

General Questions:

What types of sports and recreational activities do you enjoy?

What qualities do you think a good camp counselor should have?

What do you feel you can contribute to the Summer Camp program?

Continued on next page

Why do you want to be a Counselor-In-Training (include skills you would like to gain from this position)?

Applicant Signature

Date

Parent/Guardian Signature

Date

Application Process:

1. Please return the completed CIT application, volunteer application, two (2) reference forms and a satisfactory discipline record for school year 2019-2020 to:

Lillian Rosario
City of St. Cloud
Human Resource Department
Building B, 3rd Floor
1300 9th Street
St. Cloud, FL 34769

2. Once your paperwork is complete, you may be contacted for an interview by the Parks and Recreation Department. There are limited spots available for the CIT program- past City of St. Cloud CIT experience does not guarantee a spot in this current years CIT program.
3. All applications must be received no later than **March 27, 2020** to be considered for the summer 2020 Counselor-In-Training program.
4. Incomplete applications will not be considered.