



The East Stuart Youth Initiative consists of three collaborating partners who include City of Stuart Community Services Department, Stuart Police Department Youth Intervention Office, and Tykes and Teens, Inc. All agencies are proudly supported by Children's Service Council of Martin County.

## East Stuart Youth Initiative Counselor in Training Application

### PERSONAL INFORMATION

Full Name:
Address:
City/State/Zip:
Telephone:
School/ Grade

### EMERGENCY CONTACTS

Full Name:	Full Name:
Relationship:	Relationship:
Contact Number:	Contact Number:

### SCHEDULE AVAILABILITY

<input type="checkbox"/> Week 1 May 31 – June 3	<input type="checkbox"/> Week 2 June 6- June 10	<input type="checkbox"/> Week 3 June 13 - June 17	<input type="checkbox"/> Week 4 June 20 - June 24	<input type="checkbox"/> Week 5 June 27- July 1
<input type="checkbox"/> Week 6 July 5 – July 8	<input type="checkbox"/> Week 7 July 11 – July 15	<input type="checkbox"/> Week 8 July 18 - July 22	<input type="checkbox"/> Week 9 July 25 – July 29	<input type="checkbox"/> Week 10 August 1 – August 3

### REFERENCES

Full Name:	Full Name:
Relationship:	Relationship:
Contact Number:	Contact Number:

**PARENT/GUARDIAN CONSENT & WAIVERS**

**Medical Treatment**

In the event that I cannot be reached in an emergency, I hereby give permission to the physician, and/or Hospital selected by East Stuart Youth Initiative staff to hospitalize, secure proper treatments for, to order injection, anesthesia or surgery for my child as named herein. In the event that my child, as named herein, should require basic first aid and/or minor treatments, as ordered by East Stuart Youth Initiative staff, I give permission for the health care professional to administer such aid or treatment for my child:

Yes  No

**Parent/Guardian Release**

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the East Stuart Youth Initiative, their representatives, successors, insurers, assigns or any other person or entity associated with the organization, such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death any claim of damages resulting from use of facilities owned or controlled by the above organization, or participation in activities of said organization either at or away from the program. I understand that the East Stuart Youth Initiative is not responsible for lost or stolen items:

Yes  No

**Off-Site Programming Release**

I, the parent/guardian of the minor child listed on this application, grant permission for my child to attend East Stuart Youth Initiative sponsored field trips as part of the normal day to day program and activity schedule. I understand that these trips may require vehicle transportation and include trips to the Library, local parks, restaurants, local schools, golf courses, movie theater and other locations within Martin County, with the understanding that ample notice will be provided. Trips outside of Martin County may require separate permission forms:

Yes  No

**Information Release**

I, the parent/guardian of the minor child listed on this application, do hereby give my child permission to attend and participate in activities sponsored by the East Stuart Youth Initiative. I agree that the information provided here may be used by the funders, partners or affiliates of this program {e.g. Children's Services Council of Martin County} for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to the funders, partners or affiliates of this program may include information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by East Stuart Youth Initiative, including data collected via surveys or questionnaires. All information provided to the funders, partners or affiliates of this program will be kept confidential:

Yes  No

**Media Release**

Permission for member to be photographed and/or videotaped for promotional materials:

Yes  No

I \_\_\_\_\_ have read and understand the volunteer responsibilities and expectations. I have also been given a copy for my reference. I have read, understand, and will abide by all of the above. All information provided in this form is true and complete. I agree that any false or misleading representation or material omission may disqualify my child from participating in East Stuart Youth Initiative programs:

\_\_\_\_\_  
Youth Signature

Date

\_\_\_\_\_  
Parent/Guardian Signature

Date



# C.I.T. Application for Summer 2022

1. What do you consider the main qualities of a role model? Who in your family do you look up to as a role model of a leader?
2. What is a weakness you possess? What steps are you taking to make it a strength?
3. What do you hope to learn and gain from this experience as a Counselor in Training?
4. Why is it important to you to help those in and around your community?
5. Describe any previous experiences you have interacting with or supervising children. What were their ages? What were some activities you did with them? (i.e. babysitting a neighbor or watching a younger sibling).



# City of Stuart Community Services Department Counselor in Training Job Description

10<sup>th</sup> Street Community Center

## Counselor in Training Description of Duties:

The Counselor-in- Training (CIT) Program for the East Stuart Youth Initiative (ESYI) is designed to offer qualified young people an opportunity to prepare for future positions as camp counselors or recreation leaders. Emphasis is placed upon developing leadership skills, sensitivity to children and program skills.

Participation in the CIT program is by selection. Those interested in the program must complete an application process, which includes an application, references and an interview.

At the time of application, Applicants must be at least 13 years old.

Applicants must possess a genuine interest in the youth supervision and development field, and in working with younger campers, and be willing to commit the required energy, enthusiasm, and cooperation in all aspects of the trainings and hands-on portions of the program.

A positive and cooperative attitude and pleasant disposition are critical personal attributes for the position.

## Positions Requirements:

1. To assist Counselors in each of the camp's age groups on a rotating basis
2. Be a positive role model for the campers, showing enthusiasm, dedication, having an optimistic attitude and respect.
3. Assist with the set-up, implementation and clean-up of daily activities planned for the campers, as well as gathering supplies as needed.
4. Interact and actively participate with the campers both during activities and during free time within the program.
5. Help maintain a clean and manageable work space, including but not limited to: storage areas, play areas, lunch and snack areas, and the arts and crafts area.
6. Help complete set-up and breakdown duties, such as: handling equipment, managing chairs and tables, sweeping and mopping.
7. Help the counselors with supervising the campers during outings, which may appear as lining children up, accompanying children to restroom, putting on skates, serving lunches, leading activities and more.
8. Create a safe environment by checking areas prior to the campers' involvement for safety hazards, such as ants in the play area, and notifying the counselors immediately of any hazards.
9. Provide an additional level of supervision for the campers during program hours.
10. Following all policies and procedures that are established for counselors in training by both counselors and leadership, as well as performing other duties as needed.



# Counselor in Training Code of Conduct

I am the adult guardian of the undersigned volunteer, who is under eighteen (18) years of age and am fully aware of and understands the condition of the voluntary work that will be performed for the City of Stuart's Community Services Department (CSD).

I, on my own behalf and on the minor child's behalf, understand and agree that:

1. The undersigned minor's voluntary participation in CSD volunteer activities does not entitle him/her to any compensation or other employment benefits;
2. He/she is NOT an agent of employee of City of Stuart, Florida, and he/she will not so represent himself/herself as one to any person, government unit or corporate entity;
3. He/she will be solely responsible for his/her actions while participating in volunteer activities;
4. He/she has a responsibility to always conduct himself/herself in an ethical, truthful and honorable manner when interacting with the public, other volunteers and other City Employees;
5. He/she is prohibited from using the position for personal gain or for the benefit of family members;
6. He/she is prohibited from soliciting or accepting gifts from any person/firm doing or intending to do business with CSD or regulated by CSD with the intent to influence the volunteer in his or her official duties;
7. He/she must follow instructions, be courteous and cooperative with citizens, fellow volunteers and employees;
8. He/she must be reliable, arrive on time and provide notice when departing and if unable to fulfill the volunteer duties provide reasonable notice (preferably 24hrs);
9. He/she must adhere to all safety guidelines and rules required by the City of Stuart and immediately notify the supervisor if injured in the performance of scheduled and documented volunteer activities;
10. He/she must act responsibly and not endanger others or himself/herself;
11. He/she must abide by all City of Stuart general employment policies including but not limited to harassment, equal opportunity, workers compensation, etc.;
12. He/she must abide by policies and guidelines set forth in the CSD East Stuart Youth Initiative program manual;
13. He/she understand that the possession, sale, and/or use of drugs, alcohol or tobacco products is strictly prohibited. This includes use off-site before coming to the CIT program and or attending an activity or event under the influence of drugs or alcohol;
14. He/she may be released from his/her voluntary participation in the aforementioned activities for any reason or no reason at all without notice; and he/she is not entitled to any recourse in the event he/she is released;

My signature below indicates that I have reviewed these requirements and have read/received the program staff handbook with my minor child and he/she understands them completely.

\_\_\_\_\_  
CIT Program Participant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CIT Program Parent/Guardian Signature

\_\_\_\_\_  
Date