



April 11, 2018

Dear Parent/Guardian,

The Boys & Girls Club of Tipton County is offering “Counselors in Training” (CIT) to accepted applicants for the summer of 2018. The Summer Day Camp CIT Program, is for Club members who were in 7th grade– 12th grade during the 2017-2018 school year*. The CIT program will focus on Character Development, Leadership Development, and Employability Skills. Club member applicants must demonstrate maturity, responsibility, respect, initiative, and desire to help. As a participant of this program, your Club member will gain valuable experience that will help with future scholarship applications, transition into volunteer experiences, and employment applications. Summer Camp fees will also be waived for accepted applicants.**

Participating in the CIT program requires a level of commitment from both the parent/guardian and the Club member. Each participant must commit to **at least 25 days** between May 29, 2018-August 3, 2018. It is understood that families stay busy in the summer months and we will ask for a rough draft of summer availability. In order for the program to meet the objectives, the Club members must be able to participate on a regular basis.

Please take some time and discuss this opportunity with your Club member. The application process is highly competitive as the program is open to a limited number of Club members. Club members are encouraged to conduct themselves professionally during this process, specifically by meeting deadlines and being prepared for the interview. The timeline and interview preparation information are included on the following page.

Please contact Brittni Day, Unit Director, with any questions. The Boys & Girls Club is looking forward to partnering with youth leaders within our Club, and is excited to provide an opportunity to contribute to your Club member’s success.

Brittni Day
Unit Director, CIT Coordinator
brittnid@bgctipton.org

Amanda Mendenhall
Executive Director
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Toni Cox
Program Coordinator
tonic@bgctipton.org

* If you have a 6th grade Club member interested, please contact Brittni Day, CIT Coordinator for more information.

** If an accepted applicant resigns from the program, or is removed from the program for any reason, the Summer Camp fees will be reinstated.



2018 Counselors In Training (CIT)

TIMELINE

Parent/Guardian Contact: 04.11.18
Facebook/Website Post: 04.11.18
Application Window Opens: 04.11.18

Application Deadline: 04.23.18
(return to Brittni Day, Unit Director)

Interviews: 04.24.18 - 04.27.18
(select a day and time frame on the application)

Follow Up Communications: 04.30.18
(each applicant will be contacted by Brittni Day)

APPLICATION TIPS

- *Have the Club member fill out the application – it is ideal that the parent/guardian assist the Club member with the application, but strongly encouraged that the Club member take on the responsibility of applying for the position.
- *Provide as much information as possible – don't worry if you don't have all of the answers. Do your best and give as much detail as possible.
- *Be honest – if you are strongly interested, but concerned about availability or any other aspect, be honest and have that discussion during the application & interview process.

INTERVIEW TIPS

- *Be professional – be sure the Club member is well groomed and dressed nicely.
- *Remove gum or anything else that may be distracting during the interview.
- *Silence phone and keep it out of sight.
- *Speak clearly and with confidence.
- *Review the interview questions prior to the interview. These questions may be picked up when the application is submitted. Come prepared to answer these questions and bring any additional questions the Club member might have.