

Coordinators in Training Summer Volunteer Program

The Coordinators in Training is a Summer Teen Volunteer Program for students ages 15 -19 years old.

CITs will assist Boys & Girls Club staff with summer programs and help lead activities, games, sports, arts/crafts, and field trips to various locations. CITs become members of the Boys & Girls Club and will also participate in workshops, on-site training and social time in our Boys & Girls Club Teen Center throughout the duration of their service. This is an opportunity for teens to gain valuable on-the-job experience, skills and knowledge as well as meeting other teens.



Training dates are mandatory for teens accepted into the CIT program. Failure to attend all trainings will disqualify a CIT from volunteering during the summer. Review the application packet for training dates prior to applying to ensure your availability for training.

Teens age 16 - 19 can apply for one of our stipend positions. Teens may be eligible to receive a stipend of up to \$100/per session. Those who qualify and commit to the whole summer may receive a \$600 stipend.*

<p>Coordinator in Training (CIT) Application Packet Checklist</p> <ul style="list-style-type: none"> ○ Completed Application ○ Completed Supplemental Questionnaire ○ 1 Letter of Recommendation (e.g teacher, coach, mentor, employer, etc) excluding your family members 	<p>Please submit completed application packets by:</p> <p>Dropping it off at Orange Park Clubhouse 201 W. Orange Avenue South San Francisco, CA 94080 Email it to: mcordova@theclubs.org</p> <p>All Completed application packets are due by: Monday, May 15, 2017 at 7pm</p>
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All applicants will be contacted for either a phone or in person interview by May 16, 2017 for the week of May 15 through 19. **Training will occur either Saturday, May 20 or 27, 2017 from 9:30am – 2:00pm.**

If you have any questions please contact the Teen Program Director, Mary Ann Cordova, mcordova@theclubs.org

*Please note: Not all Teens ages 16- 19 will receive a stipend. The position CIT II does not guarantee a stipend.



Boys & Girls Clubs help teens find their passion, accomplish their goals and take control of their future.

Coordinator in Training Application

Today's Date ____/____/____

Please PRINT! Complete application and attach any additional information if needed.			
Last Name: Click here to enter text.		First Name: Click here to enter text.	
Street Address: Click here to enter text.			
City: Click here to enter text.		State: Click here to enter text.	Zip: Click here to enter text.
Contact Number: Click here to enter text.			
Email Address: Click here to enter text.		Birth Date: Click here to enter text.	
<p><u>Parent Consent for Volunteering and Background Check</u></p> <p>For the safety and security of our youth, all potential volunteers must complete a background check. As the parent of the above-referenced minor, I understand the purposes of these pre-volunteer checks and hereby provide my consent for the background checks.</p>			
Parent Name	Click here to enter text.	Parent Signature	
Teen Applicant Social Security Number:		Click here to enter text.	

EMERGENCY CONTACT			
Name: Click here to enter text.		Relationship: Click here to enter text.	
Street Address: Click here to enter text.			
City: Click here to enter text.		State: Click here to enter text.	Zip: Click here to enter text.
Contact Number: Click here to enter text.		Email: Click here to enter text.	



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School Information

Name of School: [Click here to enter text.](#)

Current grade:	Freshmen <input type="checkbox"/>	Sophomore <input type="checkbox"/>	Junior <input type="checkbox"/>	Senior <input type="checkbox"/>
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Are you volunteering to complete hours?
 Yes No

What program?
[Click here to enter text.](#)

How many hours?
[Click here to enter text.](#)

AVAILABILITY

All sessions are 2 weeks each (except Session 5).

Select which session you are interested in volunteering. You may choose more than one or all sessions.

Session 1	Session 2	Session 3	Session 4	Session 5
<input type="checkbox"/> June 5 – June 16 10am-5pm	<input type="checkbox"/> June 19 – June 30 10am-5pm	<input type="checkbox"/> July 3 – July 14 10am-5pm	<input type="checkbox"/> July 17 – July 28 10am-5pm	<input type="checkbox"/> July 31 – August 4 10am-5pm

Please indicate which programs interests you. You may choose more than one.

Arts/Crafts:
 Science:
 Fitness/Sports

CIT TRAINING DATES

<input type="checkbox"/> Saturday, May 20 10am – 3pm	<input type="checkbox"/> Saturday, May 27 10am – 3pm
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Volunteer/Work Experience

Volunteer Agency/Employer	
Dates Volunteered/Employed	
Supervisor's Name	
Supervisor's Contact Number	
Supervisor's Contact Email	
Job Title	



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Job Responsibilities	
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Volunteer Agency/Employer	
Dates Volunteered/Employed	
Supervisor's Name	
Supervisor's Contact Number	
Supervisor's Contact Email	
Job Title	
Job Responsibilities	

Reference	
Please list someone OTHER than a family member	
Name	
Relationship	
Occupation	
Years Known	
Contact Number	
Contact Email	

Applicant Signature	
I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in the application. I acknowledge any false statements or misrepresentation on this application will be cause for refusal or placement or immediate dismissal at any time during the period of my placement. I understood that it is the policy of the Boys & Girls Club of North San Mateo County to preserve the right of equal opportunity for all persons, including those with physical, mental or sensory disabilities.	
Applicant's Signature and Date	

Once you are **accepted** into the Summer CIT Program, **your parent/guardian must create a profile on our Parent Portal.**
portal.theclubs.org.



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**Coordinator in Training (CIT)
Supplemental Questionnaire**

Please answer the questions below. If you need more space, please attach a separate piece of paper to this questionnaire.

1. Why are you interested in becoming a CIT?

Click here to enter text.

2. What experiences have you had working with youth?

Click here to enter text.

3. What are your three goals you would like to accomplish this summer?

Click here to enter text.

4. In your words, what does integrity mean to you?

Click here to enter text.

5. Describe a situation where you have “saved the day”?



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Coordinator in Training (CIT) Position Description

Boys & Girls Club of North San Mateo County

For over 60 years, the Club has been a place where children and youth can discover new passions and pursue their dreams. With encouragement and guidance from our talented Club staff and volunteers, children at the Club explore their creative interests, complete their homework, advance their technology skills, and improve their health, leadership, and social skills.

Summer Day Camp Description:

Boys & Girls Club Summer Day camp provides a safe atmosphere where kids get to have fun and continue learning all summer long. Members stay actively engaged in various activities taught by Program Coordinators and CIT's including indoor/outdoor games and sports, arts and crafts, challenges, swimming, field trips, and more. Following this page are example of schedules.

Summer Day Camp Hours

7:30 AM – 6:00 PM, Monday through Tuesday.

PRIMARY FUNCTION:

Under the direction of the Summer Site Directors, CITs will assist in delivering quality summer programs for members ages 5-14.

KEY ROLES (Essential Responsibilities):

CIT duties include, but not limited to the following:

- Lead/assist members in all activities, including games, arts/crafts, swimming, field trips
- Follow and enforce all safety policies
- Encourage participation
- Role model appropriate behavior
- Ask questions to further knowledge

Additional Responsibilities

- Maintain record of attendance of service by signing in/out each day
- Participate in trainings and workshops

Hours

CIT I/II will mainly assist in activities between the hours of 10:00 AM through 5:00 PM, however CITs are more than welcome to gain more hours between 7:30 AM – 6:00 PM. Field Trip hours varies.

CIT II with stipends must complete a minimum 75 hours of volunteer service in summer session 1, 2, 3 or 4, or a minimum 38 hours of volunteer service in summer session 5.



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A Typical Summer Club Day (K-5 th)	A Typical Swimming Day	A Typical Movie Day
7:30 AM Club Opens	7:30 AM Club Opens	7:30 AM Club Opens
9:00 Morning Snack	9:00 Morning Snack	8:00 Morning Snack
9:30 Morning Fitness	9:30 Morning Fitness	8:30 Depart for Tanforan
10:30 Camp Circle	10:30 Camp Circle	10:00 Movie at Tanforan
10:45 AM PROGRAM	10:45 AM PROGRAM (Shortened)	12:30 PM Depart for the Clubhouse
11:45 LUNCH K-3 rd	11:30 Camp Circle/Depart for Pool	1:00 Combined Lunch
12:15 PM LUNCH 4 th +	12:00 PM LUNCH at the Pool	2:00 PM Program
1:15 Camp Circle	1:00 SWIMMING (Orange Memorial Pool)	3:00 Afternoon Snack (Staggered by group)
1:30 PM PROGRAM	2:30 Change and Play at Park	3:30 Academic Hour
2:30 Afternoon Snack	3:30 Return to Clubhouse	4:30 Free Choice Activities (ICC/GR/Arts & Crafts)
2:45 Open Games Room	4:00 Afternoon Snack (Staggered by group)	5:45 Clean-Up
3:00 Summer Brain Gain / Academic Hour	4:30 Academic Hour (Friday Fun Day!)	6:00 Club Closes – See you tomorrow!
4:00 Open Games Room	5:30 Open Games Room	
4:30 Free Choice Programs (Create It Clubhouse/Arts & Crafts/Games)	5:45 Clean-Up	
5:30 Open Games Room	6:00 Club Closes – See you tomorrow!	
5:45 Clean-Up		
6:00 Club Closes – See you tomorrow!		