

City of Los Angeles, Department of Recreation and Parks
BALBOA SPORTS CENTER
17015 Burbank Blvd., Encino CA 91316, (818) 756-9642

CIT Applicant,

Thank you for your interest in becoming a CIT for our upcoming 2026 summer camp program. Our program gives teens an opportunity to develop leadership ability, communication skills, gain working experience and become role models for campers. The role of a CIT is to assist the counselors in various areas which may include, but is not limited to, setting up, cleaning up, and participating in all activities, as well as assisting the counselor with the supervision and safety of the campers.

Attached are all the necessary forms to become a CIT. Please fill them out completely and return them to the center as early as possible. **Space is limited!** Please note that a CIT training/orientation will be held prior to the start of camp. More information will be given to those CITs who are selected to join our program.

The camp dates are June 15 - August 7, 2026 (8 Weeks). The primary hours for CITs are 9am-5pm, Monday - Friday. CITs are welcome to come earlier and or/stay later at no additional cost. Trip days may be longer and times will be noted on weekly newsletters. CITs must also be available for at least 75% of the summer camp program.

The deadline to return this application is May 1, 2026. You may submit your application using one of the two options below:

1. In person: Balboa Sports Center: 17015 Burbank Blvd., Encino CA 91316
2. Email: balboa.sportscenter@lacity.org, Subject line/title: CIT Application.

We look forward to reviewing your application. If you have any questions please feel free to contact Balboa Sports Center at balboa.sportscenter@lacity.org.

Thank you,

Balboa Sports Center

CIT: GENERAL INFORMATION FORM

APPLICANT'S NAME: _____ **AGE:** _____

DESCRIPTION: The CIT (Counselors in Training) program is for teens ages 14-17 years old who have a strong desire to work with children and improve their leadership skills. Participants will assist the summer camp counselors in implementing activities, ensuring the safety of campers and assist with creating a fun environment. Positions are limited and **returning applicants are not guaranteed a spot.**

QUALIFICATIONS/REQUIREMENTS:

1. Must be 14-17 years of age prior to the start of camp
2. Must have an interest in working with youth (ages 5-12) in a summer camp setting
3. Must have the ability to accept direction/supervision
4. Must be able to set up/take down various activities and stations pertaining to summer camp activities
5. Must be willing to work in all areas of camp activities (ie: sports, arts/crafts, games, cooking, etc.)
6. Must be enthusiastic, self-motivated, and able to adapt to changes quickly and easily
7. Must be a team player and willing to engage in all camp activities and work with any age group assigned
8. Must adhere to all summer camp policies and procedures
9. Must be responsible, respectful, reliable, trustworthy and demonstrate a higher level of maturity than the campers
10. Must be available to work the majority of the summer session (June 15 - August 7)

Please give a brief description as to why you would like to become a CIT:

REFERENCE – Please list at least one reference who is not a family member:

Name: _____
Relation: _____ Length of Relation: _____
Address: _____ City: _____ State: _____ Zip: _____
Organization: _____ Phone: _____

Please list any Youth Services, Clubs, Agencies, or Organizations in which you participate in:

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GENERAL CIT POLICIES

CITs are responsible for all the following policies:

1. CIT fee must be paid in full 10 days prior to the week of attendance (see camp flyer).
2. L.A. City Department of Recreation & Parks and Balboa Sports Center will **not** be held responsible for personal items brought to camp. This includes lost or stolen items. Please leave any valuable items at home.
3. I am responsible for calling my supervisor if I am unable to work for any reason.
4. I will arrive on time and work my assigned hours.
5. I understand that I am responsible for assisting with the safety, supervision, and happiness of all of the children under the guidance of a counselor
6. I understand that I must maintain a professional and enthusiastic attitude at all times while performing my job.
7. Enthusiasm requires that I am alert, smiling and attentive to my group's needs at all times.
8. My responsibilities will include, but are not limited to:
Assist with monitoring children at the drinking fountain and bathroom. Assist all counselors in leading and setting up areas as necessary. Help with cleaning up after workshops or special events. Lead activities with counselor supervision. Participate in any CIT workshops and/or special events.
9. I understand that CITs are not counselors, are not permitted to discipline campers and should not be left in charge of a group alone.
10. The cost of participating in this training program will be \$50 per week regardless of the number of days worked per week.
11. Field trip days are included in the program. All CIT guidelines and expectations transfer over to field trips as well.
12. CITs will receive one camp shirt. Additional camp shirts will be available to purchase. CITs must wear a camp shirt to camp each day.
13. I understand that CITs are not permitted to leave grounds at any time without written consent from a parent. I understand that I am required to sign out/in upon leaving/returning.
14. I must wear comfortable and appropriate attire (camp shirt daily) and closed-toe shoes with rubber soles at all times during work hours. Clothing should be loose fitting and allow the CIT to engage in all camp activities (including pool and/or water play activities) as if he/she were a camper.
15. I understand that being a CIT is a training position and that I must follow the rules/requirements expected of me as in any paid position.
16. CITs are allowed to have their cell phones at camp but they cannot be seen or heard. They are **only** to be used on breaks and away from campers. Cell phones are recommended on a field trip as it may be necessary when assisting with

counselors. If a CIT has a phone on a field trip the Camp Director(s) **must have** my phone number and I cannot use the phone for personal reasons. Cell phone pictures and video are prohibited at camp.

17. Social Media: CITs are expected to manage social media in a professional manner. Although there may be rare cases in which CITs are friends with campers or Counselors on social media, we expect CITs to understand their role as a transitional counselor and to choose wisely any words and actions you may use on social media.
18. I understand that a CIT position is a privilege and that I can be removed at any given time for reasons such as: nonpayment of fees, behavior which results in repeated disregard of rules, and being disrespectful to campers, staff and/or patrons and any other inappropriate behavior that may not be mentioned above.
19. I understand that the following actions will be cause for immediate termination from the program: Using or providing any drugs or alcohol, being under the influence of drugs or alcohol, theft, profanity and/or derogatory language, fighting, vandalism, sexual conduct, carrying weapons or threats, leaving the facility or trip site without permission, threatening staff and/or children and endangering the health and safety of other children and/or staff.

I understand and agree to abide by all of Camp Balboa's general policies as stated above. I have read both sides of this form and I understand that any transgression of the mentioned policies and practices on both pages is cause for immediate termination from the program without a refund.

CIT SIGNATURE: _____ DATE: _____

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

----- **PARENT / GUARDIAN ONLY** -----

- YES:** Please allow my child to sign themselves in/out during the camp program. I understand that Camp Balboa does not account for my child's whereabouts prior to signing in, nor following signing out.

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

- YES:** Please allow my child to leave the park grounds for lunch purposes. I am aware that a lunch time will be assigned, however, my child will not be monitored at the time that they leave for their lunch breaks.

PARENT / GUARDIAN SIGNATURE: _____ DATE: _____

2026 CAMP BALBOA - C.I.T. AVAILABILITY

Full Name: _____

Camp Nickname (if you have one): _____

Phone: _____ Email Address: _____

Please place an X through the days/weeks that you are NOT able to attend camp.
Please notify the Camp Director(s) if any changes occur after submitting this form.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1	JUNE 15	JUNE 16	JUNE 17	JUNE 18	JUNE 19 NO CAMP/HOLIDAY
WEEK 2	JUNE 22	JUNE 23	JUNE 24	JUNE 25	JUNE 26
WEEK 3	JUNE 29	JUNE 30	JULY 1	JULY 2	JULY 3 NO CAMP/HOLIDAY
WEEK 4	JULY 6	JULY 7	JULY 8	JULY 9	JULY 10
WEEK 5	JULY 13	JULY 14	JULY 15	JULY 16	JULY 17
WEEK 6	JULY 20	JULY 21	JULY 22	JULY 23	JULY 24
WEEK 7	JULY 27	JULY 28	JULY 29	JULY 30	JULY 31
WEEK 8	AUGUST 3	AUGUST 4	AUGUST 5	AUGUST 6	AUGUST 7

Print Name

Signature

Date

Print Parent/Guardian's Name

Signature

Date