



# Encino Community Center

4935 Balboa Blvd. \* Encino, CA 91316 \* Phone: (818) 995-1690

Email: [encino.communitycenter@lacity.org](mailto:encino.communitycenter@lacity.org)



## Summer Camp

# CIT (Counselor in Training) Application

***We are looking for responsible, outgoing, and enthusiastic CIT's ready to dedicate their summer to working with children.***

**Applicants who do not meet the position guidelines will not be contacted for an interview.**

Completed applications are due no later than **Friday, April 17, 2026**. Applications can either be turned into the main office or by email to [encino.communitycenter@lacity.org](mailto:encino.communitycenter@lacity.org). All applicants will be selected through an interview process. Interviews will be conducted between March-April. CIT positions are limited and are not guaranteed. CIT positions are VOLUNTEER positions and do not guarantee future employment with L.A. City Dept. of Rec. & Parks. A CIT's typical workday runs, Monday-Friday from 8:45am-4:15pm, unless assigned additional hours for extended care and/or field trip days.

### **Our CIT Program**

The CIT training program was designed to enrich the lives of youth in our community by providing a positive and motivational work environment in which they will learn, experience, and grow. Through our program CITs will enjoy working directly with children, assist in the implementation and leading of activities, broaden and expand on their confidence and social skills, gain valuable knowledge that can be utilized in future job interests, and the opportunity to be mentored by our experienced camp directors and lead counselors. The ultimate goal of the CIT program is to help form teens into well-rounded and responsible young adults.

### **Position Requirements**

To be considered for the position applicants must; be 14yrs of age by the first day of camp, commit to a minimum of 6 full camp weeks, and attend all training days listed below. Candidates must have the ability to relate and supervise children ages 5-13yrs and must possess the ability to take direction and accept responsibilities. CITs must demonstrate a more mature level of understanding than campers.

**Please note:** There is a one-time registration fee of \$25 to cover the cost of training and supplies. CIT's may attend all weeks of camp free of charge, but will not be able to attend field trips. If they choose to attend field trips, there is a weekly fee of \$50 to cover the cost of field trips. CIT training courses are scheduled for **Wednesday, April 22<sup>nd</sup> from 5:30pm-8:30pm**, and the All Staff Camp Training is scheduled on **Sat., May 30th from 9:30am-5:30pm**. Dates and times are subject to change.

If you have any questions regarding the position for which you are applying, please do not hesitate to contact us.

Thank you,

Camp Encino

**Office Phone:** (818) 995-1690 · **e-mail:** [encino.communitycenter@lacity.org](mailto:encino.communitycenter@lacity.org)



Los Angeles City Department of Recreation and Parks

# Camp Encino

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## CIT Summer Camp Application

Counselor in Training (CIT) (volunteer position)

Participant must be at least 14 years of age by the start of camp.

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**All CIT's are required to be available a minimum of 6 full weeks in the summer, Monday-Friday from 8:45am-4:15pm and Wednesdays from 7:30am-6:00pm.**

### General Information

Are you available and would like to work the 8 weeks of summer, June 15 thru August 7? YES / NO

If you circled NO, please indicate the 6 weeks you are available by placing an X in the box to the right of the week.

<b>Week 1</b>	June 15 - June 18		<b>Week 4</b>	July 6 - July 10		<b>Week 7</b>	July 27 - July 31	
<b>Week 2</b>	June 22 - June 26		<b>Week 5</b>	July 13 - July 17		<b>Week 8</b>	Aug. 3 - Aug 7	
<b>Week 3</b>	June 29 - July 2		<b>Week 6</b>	July 12 - July 24				

### Personal Information

<b>Name:</b>	LAST	MIDDLE	FIRST	AGE	BIRTHDATE	SEX
<b>Address:</b>	NUMBER	STREET	CITY	STATE	ZIP	
<b>E-mail Address:</b>	E-MAIL ADDRESS		CELL TELEPHONE	HOME TELEPHONE		

### Emergency Contact

<b>Name:</b>	LAST	FIRST	RELATION	CELL TELEPHONE	HOME TELEPHONE
<b>Address:</b>	NUMBER	STREET	CITY	STATE	ZIP

### Current Education

Name of School	Grade	Last Day of School	Date School Begins in Fall

### Related Work Experience (with children)

May we contact them? Yes / No

Employer's Name	Phone Number	Job Duties	Employment Dates

Please give a brief description of why you are applying for this position; \_\_\_\_\_

\_\_\_\_\_

PLEASE CONTINUE ON BACK

## CIT Summer Camp Application

**References** (optional)

May we contact them? Yes / No

Name	Phone Number	Relation	Length of Relation

Youth Services, Clubs, Agencies, Organizations in which you belong or lead;

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**Activities** Please check off any activities you have taken part in regularly.

PERFORMING ARTS		ARTS & CRAFTS		GAMES & SPORTS		CAMPING/OUTDOOR	
<input type="checkbox"/>	Acting	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Cooking BBQ
<input type="checkbox"/>	Creative Drama	<input type="checkbox"/>	Ceramics	<input type="checkbox"/>	Baseball	<input type="checkbox"/>	Pitching Tents
<input type="checkbox"/>	Improvisation	<input type="checkbox"/>	Drawing	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Trail Marking
<input type="checkbox"/>	Puppetry	<input type="checkbox"/>	Jewelry	<input type="checkbox"/>	Dodgeball	<input type="checkbox"/>	Song Leading
<input type="checkbox"/>	Skits	<input type="checkbox"/>	Knitting / Crochet	<input type="checkbox"/>	Cheerleading	<input type="checkbox"/>	Games
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Lanyards	<input type="checkbox"/>	Football	<input type="checkbox"/>	Map Reading
<b>DANCE</b>		<input type="checkbox"/>	Leather	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Ballet	<input type="checkbox"/>	Model Building	<input type="checkbox"/>	Hockey	<b>MARTIAL ARTS</b>	
<input type="checkbox"/>	Baton	<input type="checkbox"/>	Nature Crafts	<input type="checkbox"/>	Ice Skating	<input type="checkbox"/>	Aikido
<input type="checkbox"/>	Country Dancing	<input type="checkbox"/>	Origami	<input type="checkbox"/>	Jump Rope/Hop Scotch	<input type="checkbox"/>	Judo
<input type="checkbox"/>	Hawaiian Dance	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Roller Skating	<input type="checkbox"/>	Karate
<input type="checkbox"/>	Hip Hop	<input type="checkbox"/>	Sewing	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	Kung Fu
<input type="checkbox"/>	Jazz	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Softball	<input type="checkbox"/>	Jiu Jitsu
<input type="checkbox"/>	Square Dancing	<b>PHYSICAL FITNESS</b>		<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Self Defense
<input type="checkbox"/>	Tap	<input type="checkbox"/>	Aerobics	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Tai Chi
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Cycling	<input type="checkbox"/>	Track-n-Field	<input type="checkbox"/>	Other _____
<b>MUSIC</b>		<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	Volleyball	<b>OTHER SKILLS</b>	
<input type="checkbox"/>	Drums	<input type="checkbox"/>	Jogging / Running	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Microsoft Excel
<input type="checkbox"/>	Guitar	<input type="checkbox"/>	Kick Boxing	<b>ENRICHMENT</b>		<input type="checkbox"/>	Microsoft Publisher
<input type="checkbox"/>	Piano	<input type="checkbox"/>	Stretching	<input type="checkbox"/>	Design	<input type="checkbox"/>	Microsoft Word
<input type="checkbox"/>	Rhythm Band	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Typing WPM _____
<input type="checkbox"/>	Singing / Voice	<input type="checkbox"/>	Yoga	<input type="checkbox"/>	Science	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Violin	<input type="checkbox"/>	Zumba	<input type="checkbox"/>	STEM	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____