



Program of the Cathedral of St. John the Divine • 1047 Amsterdam Avenue • NYC, New York 10025 • 212.316.7530

Dear Prospective Intern:

I am pleased to learn of your interest. The first criteria for admittance into the internship program is your ability to follow instruction described below. If you complete a portion of a form incorrectly or do not submit information as requested it is clear you are not yet ready to participate in a demanding work environment and will therefore not hear from us. If you parents are doing this for you, then please do not submit this paperwork since you have more important matters to attend.

Before you proceed, note that the position you seek is not an hourly paid position. Paid positions are for staff older than 18 years or for graduates of our counselor-in-training program. You are applying for an internship/leadership training position that includes a small stipend depending on the length of your participation, funds we raised through grants and ultimate field work assignment.

You should not apply if you do not meet all the criteria listed below. If you were a camper at A.C.T., please be sure to mention it on your application and the year(s) you attended. A.C.T. Pioneer campers are given special consideration. Note the following criteria before completing additional form.

- You must have completed 9th grade by June of the this year or you are 15 years old by August 1, of the current year.
- You must be available to participate in orientation and training sessions held one week before camp opens.
- You must be able to work 9:00 a.m. to 4:30 p.m. in a five-week session in July and/or in a three week session in August or 4-6 hrs per week for 14 weeks during the academic year.
- Your parents must give you signed permission to be an intern/Counselor-in-training (form included)
- You must have at least two written references from a teacher or counselor at your school.(form included)

Prior to your interview, you must complete the questions and employment application that follow. Be sure to mention all and **any volunteer** or **extra-curricular** activities you have joined in the employment section of our application. If you are called for an interview, come prepared to discuss what you can offer the A.C.T. Program and why we should select you for our leadership program. Think how past experiences in and out of A.C.T. along with your special talents can enhance our children's day. The goals of the program are included for your review.

Mail the employment forms and questionnaire to our office. We will contact you for an appointment. Several camp leaders may be present at your interview. It's a good time to brag about your talents and what you have to offer. *Don't be afraid, be very afraid.* Just kidding!

I look forward to reading the material our have submitted to decide if this would be a good match.

Sincerely,

José V. Torres
Executive Director and Summer Camp Director



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Internship / C.I.T. Program application and forms:

PERSONAL INFORMATION:

Date: ____/____/____

Name: _____
 First Middle Last

Present Address: _____

Telephone Number: (_____) _____ Mobile/Cell :(_____) _____

E-mail Address: _____

Print e-mail address a second time: _____

EDUCATIONAL HISTORY:

Name and Address of elementary and high schools – Graduation Date:

List teams, extra curricular activities, skills, talents, awards:

VOLUNTEER/EMPLOYMENT HISTORY:

Organization _____ Dates Volunteers From _____ to _____

Address: _____ Telephone Number:(____) _____

Supervisor's name: _____

Position Title: _____

Assignment and duties: _____

Organization _____ Dates Volunteers From _____ to _____

Address: _____ Telephone Number:(____) _____

Supervisor's name: _____

Position Title: _____

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Internship/ C.I.T. Candidate questions:

Your Name: _____ **DOB:** _____

What part of the summer can you work: (please check?)

Summer field work:

- July session: (5 weeks) late June through July (see calendar at www.actprograms.org for dates)
- August session: Three weeks in August
- Both July and August sessions.

Academic year fieldwork:

- 14 weeks 4-6 hrs. per week

Is there a particular age group, area of interest or job you wish to explore once hired?

Describe how you have been a leader with friends or in a group activity?

What area of self-improvement or personal development would you like to work if you are accepted in the internship/C.I.T. program?

Please answer the following to the best of your ability. (Use reverse side as needed.)

- 1) Why do you want to work with children?

- 2) What do think an intern like you brings to camp that children will enjoy.

- 3) Tell me about an adult who had a positive impact on you who was not a relative?

- 4) Tell me about a time when you took an unpopular stand with your friends about something you thought was important, right or fair?



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COUNSELOR-IN-TRAINING PARENT ACKNOWLEDGEMENT and PERMISSION FORM

I _____ hereby agree to the following:

(Parent name, please print)

and give permission to (C.I.T. Candidate) _____ to participate in A.C.T.'s internship/C.I.T. program under the supervision of the camp director and assigned staff.

I understand that (C.I.T. Candidate) _____ is not a "camper" and is part of the summer camp staff obligated to fulfill duties and responsibilities set in our staff manual. Note that C.I.T.'s are not expected to supervise children alone. I also recognize that C.I.T.'s will go on any trips necessary and as needed may go on unescorted on shopping errands within the five boroughs.

Parent's Signature: _____ Date: _____

I acknowledge the following:

Student's Name: _____ Date of Birth: _____

School attending: _____ Grade Average to Date: _____

Phone Contact with parent/guardian during the day: _____

E-mail Contact with parent/guardian during the day: _____

Please write Print again _____

Phone Contact with second parent/guardian during the day: _____

My son/daughter can participate in the (check as appropriate, one or both) Please note that family vacation schedule and special outings can not interfere with work assignment and duties.

_____ One week before camp opens.

_____ July Camp: 5 weeks in July (visit www.actprograms.org for dates)

_____ August Camp: 3 weeks in August (visit www.actprograms.org for dates)

_____ Work before (9:00) or after camp hours (4:30)

I understand that that a medical form must be on file prior to camp arrival and that my child must abide by all camp rules and staff guidelines.

Parent's Signature: _____ Date: _____



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Internship/ C.I.T Reference Form

To be completed by candidate:

The following candidate _____ has applied for the position of _____ for the period of _____ in the Adults and Children in Trust program at The Cathedral of St John Divine.

Your name was listed as a reference. Please take a moment to fill out the questions below:

Please provide us with contact information so we can verify authenticity of this reference:

Your name: _____

Contact Phone: _____ E-mail: (please print) _____

Please describe your relationship to the applicant _____

When did you first meet the candidate? _____ How long have you known her/him? Length of time: _____

In what capacity? _____

Describe the quality of his/her work/student or relationship with you.

Why would you recommend her/him to participate and a leadership training program?

Any additional comments? _____

Thank you for your time.

This can be mailed to A.C.T. Programs 1047 Amsterdam Avenue, NYC, NY 10025



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Goals for Camp CIT Training Program:

1) Develop organization and planning skills.

- a. Teach CIT's how to develop a weekly schedule.
 - a. Identify activities CIT's will present to campers.
 1. Prepare and plan no less than two activities per week.
 - b. Ensure schedule includes the following components:
 1. Group responsibilities
 2. CIT lead Activities with campers
 3. Canteen time and assignments
 4. Camp Set up and take down assignments
 5. Safety assignments
- b. Teach CIT how to create lesson plans.
 - a. Have Senior staff guide CIT in lesson plan preparation
 - b. Evaluate implementation of CIT activities,
 1. Observe CIT's and Note Observations,
 2. Debrief observations
 3. Have CIT captain evaluate progress of camp assignments
 4. Have canteen manger evaluate CIT assignments
 5. Have CIT coordinator review group assignments with coordinator
- c. Have CIT's meet with CIT Coordinators
 - a. Review and journal activities
 - b. Discuss Feedback given by mentors
 - c. Discuss CIT Coordinator modeling activities
 - d. Coordinate and participate in weekly meetings
 - e. Discuss progress of weekly schedule

2) Ensure the quality of interaction between CIT and campers is effective.

- a. Identify behaviors that demonstrate CIT initiative
 1. Have counselors/teachers express expectations.
 2. Prepare list of behaviors
 3. Share examples with colleagues
- b. Discuss development needs of children
 1. Review staff manual material
 2. Identify age-stage behaviors
 3. Discuss expectation of behaviors based on age of child
 4. Have select staff present their view about group dynamics and other topics.
- c. Review the successes and challenges of the CIT experience.
 1. Discuss at meetings
 2. Discuss individually
 3. Have all supervisors use the tack of "If you see it, say it."



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- 3) **Work with CIT to make connections with campers and staff**
 - a. Connect with campers
 - a. Create get to know you games
 - b. Discuss issues/events with campers during lunch periods
 - c. Talk about daily challenges and successes
 - d. Join and enhance theme events.
 - b. Connect with counselor/teachers
 - a. Participate in planning/training session
 - b. Meet with staff supervisor
 - c. Meet with CIT Coordinators
 - d. Meet with specialist to develop activity ideas.

- 4) **Ensure that expected outcomes are achieved.**
 - a. Monitor daily and weekly schedule with coordinator and Captain
 - b. Prepare agendas for meetings to include
 - a. Problem solving time
 - b. Review of assignments
 - c. Weekly assignments
 - d. Discussion period
 - c. Prepare evaluation of CIT's performance
 - d. Create schedule of assignments
 - a. Canteen
 - b. Camp duties
 - c. Group duties
 - d. Other