



**COUNSELOR IN TRAINING
CHENEY PARKS & RECREATION DEPARTMENT
CASLO SUMMER CAMP
CHENEY'S ADVENTUROUS SUMMER LEARNING OPPORTUNITY**

Position Information

Salary Range:	Volunteer
Position Work Schedule:	Varies; Part-Time (10 hours per week)
Volunteer Category:	Seasonal (June-August)
Program Fee:	\$100 (payable upon acceptance into program)
Application Deadline:	Open until filled; apply as soon as possible

Definition

The City of Cheney Parks and Recreation Department Counselor in Training (CIT) Program is a 10-week course designed to provide 14 - 17-year-olds with the opportunity to be mentored by bright and charismatic staff. Participants in the CIT Program will learn valuable skills that cover all aspects of working with children in a day camp setting: leadership, communication, planning, safety, and fun!

CITs will be assigned to a specific group for the duration of the summer, and through hands-on experience, will have the opportunity to interact with counselors and instructors in the operation of the Cheney Parks & Recreation Department's Camp CASLO. CITs will have an extensive amount of direct contact with program participants and as such should be friendly and approachable.

Essential Job Functions

- Assist in leading the daily scheduled camp activities, field trips, swimming, and special events of the summer day camp program for youth ages 5 - 12.
- Assist in teaching various activities including, but not limited to, arts and crafts, nature-oriented activities, games, sports, and songs.
- Interact with children of all ages in all activities through the work day.
- Serve as a positive role model for program participants at all times.
- Work closely with other staff in an enthusiastic, cooperative, and supportive manner.
- Maintain safety of participating children and staff at all times.
- Clean program areas and store equipment and supplies at the end of each day.
- Attend required staff training and other meetings.
- Maintain professional image and positive attitude at all times.
- Follow established health, fitness, and educational policies.
- Interact with the public in an effective, customer friendly manner, and establish and maintain effective working relationships with City staff and other organizations.
- Get along with others and work as a member of a team.
- Foster collaborative group process and team building.
- Perform other tasks and duties as assigned by the Camp CASLO Supervisor and staff.

Experience to Gain

- Leadership
- Disciplinary management skills
- Communication
- Planning
- Valuable work experience

Minimum Qualifications

- Must be between 14 and 17 years old.
- Must have an enthusiastic attitude and a strong work ethic.
- Must have a Food Handler's Permit and current, negative TB test. First Aid, Child CPR, and Adult CPR certifications are not required, but strongly recommended.
- Must be able to pass a background check.
- Must be responsible for own transportation to and from various job sites.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the volunteer is frequently required to walk, sit, talk, and hear.
- The volunteer is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The volunteer is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The volunteer must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this position, the volunteer occasionally works near moving mechanical parts or in inclement weather conditions.

How to Apply

Applicants must submit the City of Cheney Counselor in Training Volunteer Application Form and a copy of the required Food Handler's Permit and TB test result. Submit your application and other documents in one of the following ways:

By mail: Recreation Director, Cheney Parks & Recreation, 615 4th St, Cheney, WA 99004

In person: Wren Pierson Community Center, 615 4th St., Cheney, WA 99004

By email: Kelly Ashe, kashe@cityofcheney.org

Application Deadline

Open until filled; apply as soon as possible.

Selection Process

All applications will be reviewed, and interviews will be conducted by the Recreation Director and CASLO Supervisor. Those chosen for a CIT position must present their Food Handler's Permit and current, negative TB test. Candidates must pass a background check and pay the \$100 fee.

The City of Cheney is a drug-free, Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state, or local law.