



CREATIVE ARTS AT PARK

2020 COUNSELOR IN TRAINING APPLICATION INFORMATION

The Counselor in Training (CIT) program at Creative Arts at Park is open to any student who has completed 10th, 11th or 12th grade. Applicants are not required to have attended the program as a camper, but arts experience and experience working with children are valued in the application process.

The selection process for CITs is competitive. The number of available positions, the number of applicants and the specific arts disciplines with open spots varies from year to year. In order to ensure that you are given the best chance at being selected, take care to fill out your application thoughtfully, be sure to get all your application materials in on time, and make sure you give the two adults writing your recommendation sufficient time to fill out and submit the recommendation.

IMPORTANT DATES:

CIT Application Deadline:	January 31, 2020
Recommendation Letters Due:	February 10, 2020
CIT Interviews:	February 2020 (dates TBD)
Acceptance Letters Sent:	Early March 2020
CIT & Staff Orientation:	Wed, June 24 - Fri, June 26
CAAP Program Dates:	Mon, June 29 - Fri, July 31
All Staff Clean Up Day:	Sat, Aug 1

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ONLINE ACCOUNT & PROFILE INFORMATION: Complete by January 31, 2020

Go to caap.campbrainstaff.com to begin your application. You will need to create an account (remember your login information, as this account will be used throughout the application process and for uploading paperwork if you are hired).

Click on “Start a New CIT application” to fill out the profile information. Once you have completed all of the basic information sections, sign the application. At this point you will be able to upload the completed CIT Application Form (see below).

APPLICATION FORM: Complete by January 31, 2020

Once you have completed the personal information in the online portal, you should get an automatic email which includes the CIT Application and Recommendation forms (you can also download the forms from the CAAP website). Complete the form (using Adobe Acrobat or Preview) and upload it to the online portal’s “CIT Application Form” section. *This form is required before we can review your application.*

TWO RECOMMENDATIONS: Due by February 10, 2020

Recommendations should be completed by ***2 adults you have known for at least a year, who are not related to you, and can speak to your responsibility and/or work with children.*** Be sure to provide your references with the form early enough that they have time to complete it by the deadline (ideally, you should ask for a reference by mid-January at the latest).

References should email their completed recommendations directly to caap@parkschool.org.

INTERVIEW: February 2020 (dates TBD)

Once your completed application is received, you will get an email with instructions on how to sign up for an interview with the CIT Program Director (Ezra Flam). Each interview is approximately 15-20 minutes long. The interviews are intended to be an informal and relaxed opportunity for you to speak about the experience and skills you would bring to the CIT program.