



Dear CIT Applicants and Parents:

The Village of Palmetto Bay is offering an opportunity for older youths to participate in our Summer Camp Program in a leadership role as a Counselor-in-Training (CIT). Those selected will serve as volunteers on a weekly basis. Information concerning the CIT program, CIT application, Code of Conduct and Reference Form is provided below.

Purpose: The purpose of our CIT program is to allow participants opportunities to develop effective leadership skills that will help them in the future and to work effectively with children in a camp as well as many other settings.

Qualifications: Potential candidates must be middle school or high school students, between the ages of 14 and 17 years and who have the energy and desire to work with children in an outdoor summer camp setting. Candidates must be interested in gaining leadership skills, being a team player, resourceful, pleasant, cheerful, friendly, fun, cooperative, flexible, thoughtful, understanding, and helpful. Candidates must be available between June 8, 2026 and July 24, 2026, and complete a minimum of 80 hours. Those selected as CITs must also attend a mandatory two-hour camp training session; date/time TBD

Selection Process: Candidates must complete and submit the enclosed application, Code of Conduct, and **two** reference forms to the Village of Palmetto Bay and undergo a state - wide background investigation, in compliance with the Village of Palmetto Bay's Shannon Melendi Act and State law. References must be from an adult, other than a relative. Deadline for applying is April 1, 2026, but spaces are limited and will be filled by approved applicants on a first come-first served basis. After reviewing the full application and references, candidates will be notified to the status of their application, usually within 4-5 weeks from the date of receipt. Camp staff may conduct an interview with the applicant if needed. Those candidates selected for placement will be provided with an acceptance e-mail containing information on their assignment.

Role of a CIT: The Program is designed to allow youth a leadership role in our camp setting. CIT's will spend their time assigned to a specific group with a counselor assisting and participating in recreational/summer camp related games, activities, arts & crafts projects and more. Behavior must be professional and beyond reproach. Violations of camp policy will not be tolerated and may result in immediate removal from the program. CIT's will be placed with campers with at least 3 years difference in age.

Training: All CIT's are **required** to attend a training session; date/time TBD. Most of the training will involve learning the skills for leading children, including communicating with children – with a special emphasis on listening and teaching positive behavior and values, handling undesired behavior and conflicts in positive ways, leading games, and program activities, earning respect from others, working as a team, creativity, and problem solving. CIT's will also learn about how our camp operates, our policies & procedures, the roles & duties of our staff, and how camps serve children. This leadership camp will be assisted by both full-time professional staff and college-age summer staff.

Evaluation Process: The staff mentor will do an evaluation of the CIT at the end of the summer camp to provide feedback on what they learned and what they could have done differently. At the end of the summer CIT's will be invited to attend a Village Council Meeting at a date/time TBD to be recognized by our Mayor and Council. In addition each CIT will receive, a letter of recognition, a certificate with total hours of community service completed, and a gift.

If you have any questions or concerns, please contact me by phone: 305-259-1234, or by email: fcarmona@palmettobay-fl.gov.

Sincerely,
Fanny Carmona

The role of a CIT includes the following:

- Supervise campers.
- Learn the likes and dislikes of each camper and get to know each one equally.
Encourage campers to establish new friendships and develop "group unity."
- Understand the camp schedule and explain it to the campers.
- Make sure your campers participate in scheduled camp activities instead of "hanging out".
- Keep classrooms/courts clean, neat, and safe at all times.
- Recognize and respond to opportunities for problem solving.
- Help each camper experience success at camp.
- Report all incidents to the Counselor.
- Be alert to the health and safety needs of campers at all times. Refer all medical problems to the counselor.
- Supervise and participate with group during daily camp activities which include, but are not limited to: morning/afternoon clean up, lunch, restroom/water breaks, recreational activities, workshop programs, arts & crafts, snacks, etc.
- Assist in teaching or leading activities.
- Prepare for and actively participate in training, staff meetings, and other assignments throughout the week.
- Assist with cleaning and maintaining facilities, such as restrooms, cafeteria, activity areas, and classrooms.
- Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
- Follow camp rules and regulations as outlined in the practices and policies document.
- Be flexible and willing to change routine.
- Be willing to cooperate with counselors, volunteers, other staff members, and other people involved with the planning and implementation of the camp program, activities, etc.
- Use thoughtful and mature judgment.
- Abide by and support all camp policies.
- Maintain good public relations with campers' parents.

Responsibilities _____

2. Organization: _____ Position: _____ Year: _____

Supervisor: _____ Phone #: _____

Responsibilities _____

Camp Experience

Have you attended other camps as a camper? ___ Yes ___ No

Camp Name: _____ City: _____ State: ___ Years: _____

Camp Name: _____ City: _____ State: ___ Years: _____

Have you ever been a Counselor-In-Training? ___ Yes ___ No

Camp Name: _____ City: _____ State: ___ Years: _____

Position: _____ Duties: _____

Certifications

Certifications: Please list all current certifications you possess. Include certifying agency and date of expiration. _____

Other skills, interests, or trainings not listed above or already mentioned:

What else do you think would be useful for us to know about you? _____

Counselor-in-Training commitment statement: If chosen as a Counselor-in-Training, I will commit to understanding the requirements and responsibilities of being a good camp counselor-in-training. I will commit to attending the one-day training, meetings with the counselor/Program Coordinator during the week, being at camp for each day of the session I have selected, and any other areas needed to perform my duties as a camp counselor-in-training. I understand that being a CIT is a huge responsibility and I am attending camp not as a camper but as a role model for younger campers. I am willing to give of myself to help them grow and develop and enjoy camp. I submit that all the information on this application is true and complete. I understand that if I do not meet the standards of a responsible counselor, I will be dismissed from my duties.

CIT Signature _____ Date _____

Parent commitment statement: As a parent (guardian) of the youth completing this application, I understand the necessity to only select individuals who will be committed to the camping program. I will, to the best of my ability, support and encourage this youth to uphold their commitment to the Village of Palmetto Bay summer camp program if selected.

Parent/Guardian Signature _____ Date _____

I **grant** or **do not grant** my consent for my child to participate in the Counselor in Training Program further described above and the right for my child's image or likeness to be used for marketing or printing purposes associated with the promotion and marketing and news story coverage of parks and recreation related activities. I give my permission to the Village of Palmetto Bay for any photos or video footage of my child taken during the course of this summer camp program to be used for educational, promotional, or any other purpose by the Village of Palmetto Bay. Initial _____

Parent/Guardian Signature _____ Date _____



CIT Code of Conduct

Name

Date

I agree to:

- Exhibit good character & responsibility at all times and to participate fully in all camp programs.
- Treat all people and property with respect and courtesy by avoiding put-downs, insults, name calling, swearing, and other language or nonverbal conduct likely to offend, hurt, or set a bad example.
- Avoid displays of personal affection.
- Ensure the safety/well-being of myself and my campers.
- Use good manners, dress appropriately for the occasion and not wear clothing that may be offensive and disrespectful to others. Participant behavior should be that of role models to the campers.
- Practice fair-mindedness by being open to ideas, suggestions and opinions of others.
- Obey laws and rules as an obligation of being a good citizen. I accept responsibility for the proper treatment and care for other youth and adults, animals, the environment, the program facilities and/or equipment.
- Leave items such as: Radios, portable TVs, video games, CDs, and other expensive items at home. The Village of Palmetto Bay is NOT responsible for loss or damage to personal property.
- Not possess or use: drugs, alcohol, tobacco, firearms, fireworks, knives, and other items deemed dangerous during camp. The Village Of Palmetto Bay Site Supervisor and/or Parks & Recreation Manager and Director reserve the right to check bags, storage areas, during camp if deemed necessary.

I understand that if I do not follow the above code of conduct I may expect:

- To explain my actions to the Village of Palmetto Bay Administrative Staff.
- A letter describing the infraction and/or inappropriate behavior sent to my parent/guardian.
- To be dismissed from the event and sent home early.
- If applicable, further disciplinary action as determined by the Village of Palmetto Bay, which may include becoming ineligible to participate in future Village of Palmetto Bay programs.
- To reimburse the camp for any property damage and/or any additional clean-up fees that may result from any damage or vandalism I cause.

I have read, understand, and agree to abide by all responsibilities and guidelines contained in the Village of Palmetto Bay CIT Program Job Description and CIT Code of Conduct.

Applicant Name: _____ Applicant Signature: _____ Date: _____

Parent/Guardian: _____ Signature: _____ Date: _____

Reference Form Counselor in Training (CIT)



Dear Reference,

The Counselor in Training Program at the Village of Palmetto Bay is targeted for middle and high school students ages 13-17. The idea behind the program is to foster the development of leadership skills. The program is designed to increase awareness of personal responsibility and character development, in order to provide youth with necessary life skills for future success. We want students who are full of fun, enthusiasm, and have a strong liking for and rapport with children ages 4 through 12. Keeping this in mind, please comment on the applicant's dependability, maturity, judgment, initiative, and ability to work with children. Applicants are not considered until references are completed. Please send the reference form to the Village of Palmetto Bay 9705 East Hibiscus Street, Palmetto Bay Florida 33157 Attn: Fanny Carmona when completed.

Name CIT applicant you are referring: _____

Name of reference: _____ Phone number: _____

1. For how long and in what capacity have you known the applicant? _____

2. Why do you believe that this person would be interested in a CIT program? _____

3. How does the applicant relate to his/her peers? _____

4. How does the applicant relate to youth ages 4-12? _____

5. How does the applicant interact with authority figures/supervisors? _____

6. What three words would you choose to describe the applicant? _____

7. What would the applicant contribute to the program? _____

8. Tell us about the applicant's level of maturity, responsibility, and enthusiasm? _____

9. Does the applicant have any physical or emotional limitations that may interfere with his/her performance? If yes, please explain. _____

Additional comments: _____

Reference signature

Date



Village of Palmetto Bay

Waiver, Release, and Indemnification Agreement for Volunteers

This Waiver, Release and Assumption of Risk Agreement (“Agreement”) is entered into by and between the Village of Palmetto Bay, Florida (the “Village”) and the Parent(s)/Legal Guardian(s) of _____, (“Participant”) for him/her to participate in a voluntary Counselor in Training (CIT) program with the Village’s Parks & Recreation Department.

1. The Participant is willingly and voluntarily volunteering with the Village of Palmetto Bay, through the Parks & Recreation Department. The Program is designed to allow youth a leadership role in our camp setting. CIT’s will spend their time assigned to a specific group of campers ages 4 to 13 and assist the group Counselors in recreational/summer camp related games, activities, arts & crafts projects and more. The CIT duration and schedule will be agreed upon between the Village’s Parks & Recreation Director and the CIT Participant. The CIT Participant will primarily perform recreational/summer camp related duties typically at Coral Reef Elementary School and Coral Reef Park and will also participate during scheduled field trips to other locations outside of Coral Reef Elementary and/or Coral Reef Park.
2. Participant hereby assumes all the risks associated with the Participant’s involvement in activities sponsored and/or organized by the Village or visiting Village facilities, including but not limited to risks that are both known and unknown, human, and environmental, even if such risks arise from Participant’s own negligence or the negligence of the Village or the negligence of others.
3. Participant understands that participating in the in the Counselor in Training (CIT) program is voluntary and that the Participant is not required to participate. Participant agrees to abide by the Village’s safety policies and procedures, criteria, and requirements in addition to all safety instructions and directions provided by Village personnel during the Counselor in Training (CIT) program.
4. The Parent, on behalf of beneficiaries, heirs, assigns, personal representatives, and next of kin hereby releases, holds harmless and covenants to defend and indemnify the Village with respect to any and all injury, illness, disability, death, loss or damage to Participant or Participant’s property arising out of or in any way connected to Participant’s participation in Village activities, programming or visiting Village facilities, whether resulting from Participant’s negligent act or omission or the act or omission of any other person or any act or omission of the Village, including, but not limited to the Village’s gross negligence.
5. Participant acknowledges to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would impair the ability to partake in Internship activities.
6. In case of emergency, the Village is authorized to seek medical treatment and transportation for Participant from such physicians, hospitals and ambulance services as may be available and chosen by Village in accordance with Chapter 440 (Worker’s Compensation) of the Florida Statutes. The Village shall use its good faith efforts to contact the Parent or other legal representative authorized to care for the Participant. The Parent hereby releases and forever discharges the Village from any claim whatsoever that arises or may arise on account of any first aid, treatment or service rendered to Participant in connection with the Internship and its programming and activities.
7. The Parent agrees to defend, indemnify, and hold the Village harmless from and against any and all claims, demands and causes of action of whatsoever kind or nature sustained by the Village arising out of, or by reason of, or resulting from the activities and programming contemplated by this Agreement, and from and against any and all resulting losses, costs, expenses, attorney’s fees at both trial and appellate levels, liabilities, damages, orders, judgments, and decrees in connection with this Agreement and the activities contemplated herein, regardless of

Village's gross negligence or that of Village's agents, servants or employees. Nothing herein shall abrogate the Village's rights pursuant to Section 768.28, Florida Statutes.

- 8. The Parent understands that this Agreement is intended to be as broad and inclusive as permitted by the laws of the state of Florida and agrees that if any clause or provision of this Agreement shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not affect the remaining provisions of this Agreement.
- 9. The Parent is advised to consult with legal counsel before signing this Agreement.
- 10. The Parent shall advise the Staff of the Village as to all individuals who are authorized to act on behalf of the Participant.

I HAVE READ, FULLY UNDERSTAND, AGREE TO ALL TERMS AND CONDITIONS AND ACCEPT THIS WAIVER, RELEASE, AND INDEMNIFICATION AGREEMENT

Participant's Name (Print) _____

Parent or Legal Guardian's Signature _____ Date _____

Parent or Legal Guardian's Name _____

Address _____

City _____ State _____ Zip _____

WITNESS:

Signature

Printed Name