

Department of Parks, Recreation & Human Services  
Alyssa Benway, Acting Director  
Barbara Mazurak, Youth Director  
Elyse Young, Artistic Theater Director



518-899-4411  
Fax (518) 899-4448  
E-mail: abenway@malta-town.org  
One Bayberry Drive \* Malta, NY 12020

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The David Meager  
Malta Community Center

Dear Counselor-In-Training Applicant:

Attached to this letter is an application for volunteering as a Counselor-In-Training for the Malta Summer Recreation Program. You must be 15 years old by July 1, 2020 to apply for this program.

The camp begins on Wednesday, July 8, 2020 and continues until Friday, August 14, 2020. The basic hours are from 9:00am-1:00pm. Orientation will be held on Tuesday, July 7, 2020 at the Malta Community Center.

Please complete the attached forms and return to me at the

David R. Meager Malta Community Center  
Attention: Barbara Mazurak  
One Bayberry Drive  
Malta, New York 12020

When I receive the application, I will contact you to confirm your participation as a Counselor-In-Training in the 2020 Malta Summer Recreation Program. In this letter there will be more details about the orientation. Please remember to include a letter of reference with your application.

Sincerely yours,

Barbara Mazurak  
Malta Youth Director



DEPARTMENT OF PARKS,  
RECREATION & HUMAN SERVICES

# Town of Malta

## Counselor-In-Training

### 2020 CIT Application

Department of Parks, Recreation & Human Services  
One Bayberry Drive  
Malta, NY 12020 518-899-4411

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Street Address \_\_\_\_\_ E-Mail \_\_\_\_\_  
City/Zip \_\_\_\_\_ Grade (as of Fall 2020) \_\_\_\_\_

Check the Summer Camp You Prefer: Malta Community Park \_\_\_\_ Shenantaha Creek Park \_\_\_\_ Full Day \_\_\_\_

The Counselor in Training (CIT) program is a unique leadership opportunity designed to teach motivated young adults to work with children. It is a volunteer position meant to guide children into leadership positions. Select candidates will assist counselors with crafts and activities; duties may vary day to day. To be considered for a Counselor-in-Training position, **you must be 15 years of age by July 1, 2020**. Your application must be completely filled out and include current immunization forms. If a CIT is required on a trip, the trip fees are waived. There are no registration fees for this program. **For more information, please call 518-899-4411 ext. 304.**

**One written letter of reference must be attached with your paperwork.**

Why are you interested in becoming a Counselor in Training?

\_\_\_\_\_  
\_\_\_\_\_

What experience do you have working with children?

\_\_\_\_\_  
\_\_\_\_\_

What do you hope to gain by participating in the Counselor in training program?

\_\_\_\_\_  
\_\_\_\_\_

- Return with—
- \_\_\_\_ all Pages completed with required signatures
  - \_\_\_\_ current immunization forms
  - \_\_\_\_ one letter of reference

**PARENT / GUARDIAN INFORMATION**

<b>NAME</b>	First	Last	Home Phone
	Street	Cell ( )	Date of Birth ___/___/___ Work Phone ( )
	City	State	Zip E-mail
<b>NAME</b>	First	Last	Home Phone
	Street	Cell ( )	Date of Birth ___/___/___ Work Phone ( )
	City	State	Zip E-mail

**APPLICANT'S MEDICAL INFORMATION**

<b>INSURANCE</b>	Group Name	ID Number
	Please list any Allergies, Medical Problems or other Conditions	
	Name	Address Phone ( )

**EMERGENCY CONTACT INFORMATION (MUST LIST TWO OTHER THAN YOURSELF)**

<b>NAME</b>	First	Last	Home Phone
	Street	Cellular or Pager ( )	Work Phone ( )
	City State Zip	E-mail	Relationship to child
<b>NAME</b>	First	Last	Home Phone
	Street	Cellular or Pager ( )	Work Phone ( )
	City State Zip	E-mail	Relationship to Child

I hereby grant permission for my child to participate in the Malta Summer Recreation Program and acknowledge all rules, regulations and directives of the program. I have received the parent handbook and will familiarize myself with the program guidelines.  
 \_\_\_\_\_ (Please initial)

I assume, for and on behalf of my child, all risks and hazards incidental to such participation. I also recognize the difficulties and challenges involved in the outdoor, sports programs and camps, and that my child is sufficiently physically and psychologically fit to participate and has not been advised otherwise by a physician. Although the Town of Malta endeavors to provide nut free programs, I understand that the Town cannot guarantee that the program or the premises in which it is held is totally free of exposure to nuts and nut-products.

I agree to indemnify and hold harmless the Town of Malta, its employees and personnel from any and all claims, causes of action, liability for injuries or damages which may arise as a result of participating in this summer recreation program and its trips and activities, including, but not limited to, reasonable attorney's fees and the costs and disbursements of any legal actions. I do hereby waive, relinquish, release, discharge, and hold harmless from any and all liability, for any physical or mental injury or aggravation of any pre-existing illness, handicap, death, loss of enjoyment, or any other harm or loss of nature which may be sustained by my child while participating in the Summer Recreation Program. The scope of this agreement extends to any actions taken by the Town of Malta Parks

# Expectations for Counselors and CITs

Town of Malta Parks, Recreation & Human Services  
Creating Community through People, Parks & Programs

- \* Assist with our summer camps under the guidance of camp staff. CITs are not permitted to supervise campers on their own or discipline children on their own.
- \* Speak appropriately to parents, children and your supervisors. Also, listen with respect when someone else is speaking.
- \* Behave professionally while on town property or wearing a camp shirt (this includes while you're representing the town on a field trip or anywhere outside of the town).
- \* Arrive 30 minutes prior to the start of the camp day and leave only after checking out with the head counselor in your group.
- \* Assist counselors in planning appropriate activities and crafts that match the skill level of the children. Remember, you are not playing with your peers!
- \* Greet all parents and campers with a smile. Make every camper feel welcome.
- \* If a parent has a question and you do not have an answer, direct them to the counselor in your group. Do not make assumptions and do not pass along false information. There is no such thing as a stupid question.
- \* Bring a /snack or lunch when appropriate, sunscreen, backpack, water bottle, and closed-toed shoes every day.
- \* Provide positive information about town services. Promote the Department, its employees, and programs! The camp's success depends on your everyday actions.
- \* Complete all registration and emergency forms required for camp. Attend orientation prior to the start of camp.
- \* Personal cell phones are not allowed at any time during camp. Phones should be turned off throughout the camp day and not taken out at any point unless special permission is given by your supervisors.
- \* Follow the dress code at all times or you will be asked to change.
- \* Do not post pictures or comments concerning camp on Facebook, Twitter, or other social-media outlets.
- \* Be consistent when enforcing the rules. Do not show favoritism toward one child over another.
- \* In the event you need to be absent from camp, let the head counselor in your group know at least two days in advance or call the park department at 518-899-4411.
- \* Be a team player! We are nothing without each other. We can only succeed when everyone performs their role. Take responsibility for your actions. Attitude is a choice. Choose it carefully.
- \* Be a positive role model and exhibit appropriate behavior.
- \* Bring **ENERGY** and **ENTHUSIASM** with you every day!

*I understand and agree to abide by the above Expectations:*

**Participant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**MEDICATION AUTHORIZATION FOR THE USE OF EPI-PENS &/OR INHALERS**

This form is to be filled out **ONLY** if your child needs to carry an epi-pen or an inhaler and must be completed by your child’s physician.

The Town of Malta Summer Recreation Program is a day camp and Malta staff is not allowed to dispense medication. The Department of Health regulations prohibit the administration of medicine, including but not limited to Benadryl, Tylenol, aspirin, Advil, or Motrin by an unlicensed individual. The two exceptions are asthma inhalers and epi-pens which camp personnel are permitted to assist in administering. This form is for permission to carry **ONLY** epi-pens and/or inhalers. No other medication can be brought to camp.

**\* It is important that your child is educated about the signs and treatment of anaphylaxis as this knowledge will significantly improve the safety of your child. You are required to bring your child into the Department of Parks, Recreation and Human Services office to demonstrate that they can self-administer the epi-pen and/or inhaler and they can tell people around them about their allergy and what they can do in the event of an emergency (for example, notify a counselor of an exposure, any trouble breathing, etc.). This is required before camp starts or your child may not be allowed to attend camp.**

THE FOLLOWING SECTION IS TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN

<b>Physicians Information</b>	Name	Address	Phone
			( )

My child has permission to:

- carry his/her epi-pen and/or inhaler to camp
- to have an epi-pen and/or inhaler available at camp (parent/guardian must deliver and bring medicine home daily)
- my child has been trained to self-administer his/her epi-pen and/or inhaler

\_\_\_\_\_

**Parent/Guardian Signature      Date                      Home Phone #                      Emergency Phone #**

\_\_\_\_\_

**Witness                                      Date**

**THE FOLLOWING IS TO BE COMPLETED BY THE PHYSICIAN**

Diagnosis for which epi-pen and / or inhaler is given: \_\_\_\_\_

Name of Medication \_\_\_\_\_

Form \_\_\_\_\_ Dose \_\_\_\_\_

If epi-pen and / or inhaler is to be given “WHEN NEEDED” describe indications \_\_\_\_\_

How soon can medication be repeated? \_\_\_\_\_ Has child been trained to self-administer? \_\_\_\_\_

List significant side effects \_\_\_\_\_

Other Information \_\_\_\_\_

\_\_\_\_\_

**Date                                      Physician’s Signature**

EXPIRATION DATE OF MEDICATION \_\_\_\_\_