



Counselor In Training Program

Winter 2024

Dear Student:

The City of Burbank Parks and Recreation Department is recruiting for the Counselor-In-Training (CIT) Program. The CIT program is an eleven-week opportunity for high school students to gain valuable work experience, earn service hours, and enhance their resumes.

Components of the Counselor-In-Training program include:

- Daily interaction with City of Burbank staff and program participants in the Afterschool Daze Program.
- Hands-on experience working with children and leading various activities.
- Interactive training sessions that will explore activity planning and career opportunities.

If selected, requirements are as follows:

- CITs may not have more than three (3) unexcused absences during the eleven-week program.
- Must complete three (3) activities, rate satisfactory or above on their final evaluation, and attend orientation and two training sessions.
- Students who do not complete all requirements will not receive a certificate of completion.

Please submit the completed application to:

Email: Rcorado@Burbankca.gov

In-Person: Mary Alvord Recreation Center, 3201 W. Verdugo Ave

Application Period: November 14th, 2023 through January 5th, 2024

Interviews: Week of January 8, 2024

If you have a resume and cover letter, please attach it to your application. You will be contacted via email regarding an interview time. **Mandatory Orientation is Thursday, February 1st from 5:30pm - 7:00pm at the Community Services Building, 150 N Third Street.**

If you have any questions, please email me at Rcorado@Burbankca.gov or call (818) 238-5390.

Thank you for your interest in our program and for volunteering in the Burbank community!

Sincerely,

Ricardo Corado

Senior Recreation Leader

City of Burbank | Parks & Recreation

**Please note: Applicants must currently be enrolled in high school; not either presently be or have been declared a ward of the court pursuant to Welfare and Institutions Code § 602; or, not either presently be or have been under a program of supervision pursuant to Welfare and Institutions Code § 654.*



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APPLICATION

February 1st – April 19th

CONTACT INFORMATION

First Name Last Name
 Address
 City/State Zipcode
 Phone Email
 High School Age
 T-Shirt Size

*** Please list days and times you are able to volunteer (minimum two days per week & two-hour time frame for 11 weeks). Rank site preference and list NT if you have no transportation to a particular site.**

SCHOOL	PROGRAM HOURS	ADDRESS	DAYS AVAILABLE	TIME AVAILABLE & RANK
SAMPLE	3:00 - 6:00pm	123 N Street	Mon/Wed	4-6pm #1
Bret Harte	2:00 - 6:00pm	3200 W Jeffries Ave		
Disney	2:00 - 6:00pm	1220 W Orange Grove		
Edison	2:00 - 6:00pm	2110 W Chestnut St		
Emerson	2:00 - 6:00pm	720 E Cypress Ave		
McKinley	2:00 - 6:00pm	349 W Valencia		
Miller	2:00 - 6:00pm	720 E Providencia		
Providencia	2:00 - 6:00pm	1919 N Ontario		
Roosevelt	2:00 - 6:00pm	3201 W Verdugo Ave		
Roosevelt K	12:00 - 6:00pm	3201 W Verdugo Ave		
Stevenson	2:00 - 6:00pm	3201 W Verdugo Ave		



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SUPPLEMENTAL APPLICATION

Name: _____

Date: _____

SUPPLEMENTAL APPLICATION

Please answer the questions listed below. Your response to the following questions will assist us in evaluating your qualifications for the position of Counselor-In-Training.

Please print neatly on this form or type your response.

1. PLEASE LIST YOUR EXTRACURRICULAR ACTIVITIES IN SCHOOL AND/ OR AFTERSCHOOL. WHAT ARE YOUR INTERESTS AND/OR HOBBIES?

2. PLEASE DESCRIBE YOUR EXPERIENCE WORKING WITH YOUTH AND/OR THE COMMUNITY. INCLUDE ANY WORK, COACHING, BABYSITTING, VOLUNTEERING, ETC.



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Name: _____

Date: _____

3. PLEASE LIST ANY RELATIVES THAT WORK FOR THE CITY OF BURBANK PARKS & RECREATION DEPARTMENT. IF NONE, WRITE N/A.

4. PLEASE LIST ANY RELATIVES THAT ARE ALSO APPLYING FOR THE COUNSELOR-IN-TRAINING PROGRAM. IF NONE, WRITE N/A.

Please submit completed application to:

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In-Person: Mary Alvord Recreation Center, 3201 W. Verdugo Ave



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MANDATORY MEETING DATES

The meeting dates listed below are mandatory for all participants. All meetings will be held at the Community Services Building, 150 North Third Street, Rm 104



Meeting #1 on February 1st, 2024



Meeting #2 on March 7th, 2024



Meeting #3 on April 4th, 2024



April 22nd, 2024 at 9:00PM will be the final date to submit CIT activity forms and time sheets.



818-238-5390



rcorado@burbankca.gov

**For more information please check out
www.burbankca.gov/cit**