



April 14, 2021

Dear Counselor-in-Training Applicant,

Enfield Office Suites  
174 South Rd., Suite 200  
Enfield, CT 06082

Phone: 860-253-9935  
Fax: 1-860-215-8113

Web: [www.erfcinc.org](http://www.erfcinc.org)  
Email: [info@erfc.us](mailto:info@erfc.us)

We are excited to invite you to join us as a 2021 Summer Escape Camp as a CIT candidate. This opportunity is only available to High School students entering grades 9-12 in the fall.

Please find the application and reference check attached to this letter. You will need to complete the Counselor-in-Training (CIT) candidate application along with the two reference forms. You can ask a guidance counselor, teacher, a volunteer organizer, or youth leader to complete a form. You cannot use a parent/guardian or other relatives as a reference.

Once your completed application is reviewed, you will be notified of your acceptance by May 14. We ask that a parent/guardian attend this meeting with you. The first part of the meeting will give us an opportunity to get to know you. At the end of the meeting we will invite your parent/guardian to join us for any questions.

To help with planning, all approved applicants will be mandated to attend an initial training on **Thursday, May 27 from 3-5 PM** at the ERfC Office. Full camp training with all Summer Escape staff will be on **Friday, June 18 from 9 AM-11:30 AM at Prudence School.**

We are looking forward to providing you with a fantastic summer experience!

Sincerely,

Connie Provencher  
*Community Development Manager*  
[cprovencher@erfc.us](mailto:cprovencher@erfc.us)

Claire Hall  
*Executive Director*  
[info@erfc.us](mailto:info@erfc.us)

Educational Resources for Children, Inc. (ERfC)  
Enfield Office Suites, 174 South Rd. Suite 200, Enfield CT 06082  
Phone: (860) 253-9935 | Fax: (860) 215-8113 | Website: [www.erfcinc.org](http://www.erfcinc.org)



## COUNSELOR IN TRAINING (CIT) APPLICATION

### Summer Escape Camp 2021

|   |                |                             |
|---|----------------|-----------------------------|
| Name:   |                | Date:                       |
| Address   |                |                             |
| City:   | State:         | Zip:                        |
| Home Phone:   | Cell Phone:    | Email:                      |
| Name of High School:  |                |                             |
| State:  | Grade in Fall: | Year Graduating:            |
| Please indicate which weeks you are available to participate this summer (Minimum of 2 weeks):  |                |                             |
| ___ <b>Week #1</b> June 28 – July 2    ___ <b>Week #2</b> July 6 – July 9 ( <i>closed July 5</i> )    ___ <b>Week #3</b> July 12 - 16<br>___ <b>Week #4</b> July 19 – July 23    ___ <b>Week #5</b> July 26 – July 30    ___ <b>Week # 6</b> August 2 - 6<br>___ <b>Week #7</b> August 9-13       |                |                             |
| I understand that mandatory training will take place prior to the beginning of camp. I agree to attend all trainings.<br>CIT Training: <b>Thursday, May 27, 2021, 3-5 PM</b> at <b>ERfC Office.</b> Summer Escape Training: <b>Friday, June 27, 2021, 9 – 11:30 AM</b> at <b>Crandall School.</b> |                |                             |
| Type your Initials to confirm:  |                | Date:                       |
| Experience: List all activities in which you have been involved in (hobbies, sports, youth groups, music, clubs, and/or volunteer activities.) * Please attach additional sheets of paper as needed.  |                |                             |
| Activity  | Location       | # years involved            |
|   |                |                             |
|   |                |                             |
| Do you have experience working with younger children? <input type="checkbox"/> No <input type="checkbox"/> Yes (List them below)  |                |                             |
|   |                |                             |
| Camp Experience: Have you ever been a camper? <input type="checkbox"/> No <input type="checkbox"/> Yes (List them below)  |                |                             |
| Name and Location of camp   | # of years     | Type of camp (Day/resident) |
|   |                |                             |
| References: Please list <u>two</u> references (not relatives or peers) who have knowledge of your character, experiences and abilities. Be sure reference forms are completed and returned to ERfC. You may want to supply your references with the form and an envelope addressed to ERfC.       |                |                             |
| Name:   | Address:       | Phone:                      |
| Name:   | Address:       | Phone:                      |
| Applicant Signature: _____  |                | Date: _____                 |
| Parent Signature: _____   |                | Date: _____                 |
| T-Shirt Size:    ___ M    ___ L    ___ XL    ___ XXL  |                | Date: _____                 |

*For further information about ERfC, visit our website at [www.ercinc.org](http://www.ercinc.org), call Connie Provencher at (860) 253-9935 or email [info@erfc.us](mailto:info@erfc.us) for more information.*

**Please return this application via email to [info@erfc.us](mailto:info@erfc.us) or mail/drop off to:**

Educational Resources for Children, Inc. (ERfC)  
 Enfield Office Suites, 174 South Road, Suite 200, Enfield, CT 06082

## Rate your characteristics

In an effort to better know and understand you as a member of the Counselor-in-Training (CIT) team, please complete the following grid then make comments below. There are no right or wrong answers. Please describe yourself by rating the following statements in a manner that best describes you.

|   | <b>1</b><br>This describes me<br><b>EXACTLY</b> | <b>2</b><br>This describes me<br><b>most of the time</b> | <b>3</b><br>Sometimes <b>yes</b> ,<br>sometimes <b>no</b> | <b>4</b><br>This is <b>not</b><br>me at all |
|---|---|--|---|---|
| I like to jump right into a project                             |   |  |   |   |
| I hold back and observe before I get involved in new situations |   |  |   |   |
| I enjoy working with children                                   |   |  |   |   |
| I enjoy spending time with my peers                             |   |  |   |   |
| I enjoy spending time with adults                               |   |  |   |   |
| I know my way around a computer                                 |   |  |   |   |
| I enjoy outdoor sport and games                                 |   |  |   |   |
| I enjoy STEM/STEAM activities                                   |   |  |   |   |
| I like to swim and enjoy the beach                              |   |  |   |   |
| I like to be organized  |   |  |   |   |
| I can carry on a conversation with children                     |   |  |   |   |
| I can carry on a conversation with my peers                     |   |  |   |   |
| I can control my levels of frustration                          |   |  |   |   |
| I am cooperative when engaged in activities                     |   |  |   |   |
| I am warm and outgoing  |   |  |   |   |
| I can solve problems presented to me                            |   |  |   |   |
| I have a good sense of humor                                    |   |  |   |   |

**Please comment on your top four items above.**

|          |  |
|----------|--|
| <b>1</b> |  |
| <b>2</b> |  |
| <b>3</b> |  |
| <b>4</b> |  |

**Other Remarks or Notations**

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**FOR OFFICE USE ONLY**

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## Summer Escape Day Camp

### 2021 Counselor in Training (CIT) Reference Form

Reference for: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Your Position and Title: \_\_\_\_\_

The above named student has applied for a Counselor in Training (CIT) volunteer position at the **Summer Escape Day Camp** and has indicated you as a reference. Summer Escape Camp, administered by ERfC for over 200 children entering grades 1-8, operates for seven weeks in the summer at *Prudence Crandall School* in Enfield, CT. ERfC CITs work with senior staff who guide them through a complete training process. We are looking for youth who display great leadership potential and are ready to learn new skills. Successful CITs who complete the training program may go on to apply for a full staff position in the future.

We ask for your assistance to determine if this candidate is a good match for a CIT position. Applicants must have a high moral character, emotional maturity, and strong leadership skills. CITs must be committed to working with young children and be fully committed to the Summer Camp program. Both our staff and volunteers leave lasting impressions on hundreds of young children each summer. We consider the candidate's basic character more important than any previous volunteer experience. There are a few questions on the back that would also provide us with helpful information. A prompt return directly to us of your confidential evaluation will be helpful to our consideration of this applicant. *Thank you for your assistance!* References should be completed by **May 10. Final applicant will be selected by May 14.**

|                                       | Excellent | Good | Fair | Poor | Not Sure |
|---------------------------------------|-----------|------|------|------|----------|
| Moral Character                       |           |      |      |      |          |
| Emotional Maturity                    |           |      |      |      |          |
| Desire to learn                       |           |      |      |      |          |
| Creativity                            |           |      |      |      |          |
| Leadership Ability                    |           |      |      |      |          |
| Concern for Others                    |           |      |      |      |          |
| Cooperation                           |           |      |      |      |          |
| Warmth of Personality                 |           |      |      |      |          |
| Sense of Humor                        |           |      |      |      |          |
| Responsibility                        |           |      |      |      |          |
| Problem Solving                       |           |      |      |      |          |
| Personal Drive/Initiative             |           |      |      |      |          |
| Ability to work in a team setting     |           |      |      |      |          |
| Ability to work independently         |           |      |      |      |          |
| Manages stress, frustration and anger |           |      |      |      |          |

(OVER)



**Summer Escape Day Camp  
2021 Counselor in Training (CIT) Reference Form**

*Please take a few moments to complete the following questions as thoroughly and honestly as you can. We appreciate your time in helping us with the evaluation of this student candidate.*

1. How long and in what capacity have you known this student candidate?

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2. What do you see as the strengths of this student?

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3. Do you know of any specific areas of personal or social growth needed?

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4. Please give us an example of a time when you saw this student take a leadership role.

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5. How would a CIT position help develop the skills of this student?

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Your signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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| Creativity                            |           |      |      |      |          |
| Leadership Ability                    |           |      |      |      |          |
| Concern for Others                    |           |      |      |      |          |
| Cooperation                           |           |      |      |      |          |
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| Sense of Humor                        |           |      |      |      |          |
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(OVER)



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Your signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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