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## Leader in Training Program

Dear Applicant & Parent,

Thank you for your interest in our program! Our Leader in Training (LIT) program is for young adults who want to gain knowledge in organizing and presenting activities/projects, better communication skills and growth in leadership skills. LITs must be 13 to 16 years old, have completed 7<sup>th</sup> grade, and if they are a previous Camp WB camper, they have not attended camp in the past year. Participants will take part in a counselor orientation/training and take on more responsibility as they plan and execute games, sports activities and nature education with the camp leadership staff and counselors of our Camp WB program. Camp WB is our state licensed day camp, catering to 6-11 year olds for eight weeks of fun. LITs will be fully immersed in two consecutive weeks of Camp WB, where they work as part of our camp team to facilitate activities and mentor campers. Participants will also gain professional skills and self-confidence as they participate in two, one-day workshops.

This program requires full commitment; each participant must be able to attend the one day of LIT orientation, two consecutive weeks of summer camp and two scheduled workshop days. There are a limited number of spots available. Applicants, please state your preferred two weeks to assist at camp. While we will do our best to schedule LITs for the weeks they request, we cannot guarantee those selected weeks. Once assigned to their weeks, **the LIT's presence will be expected daily during camp hours from 9am to 3pm unless otherwise noted for field trip days (earlier arrival or later departure time).**

**The application deadline for LITs is Monday, May 4.** Each applicant must complete and submit their own application (*not the parent*). The applicant will then be contacted for an interview the following week. The six-week LIT program runs from June 22 - August 7. There will be two workshop dates and an LIT orientation. Parents please complete the camp waiver and submit along with your child's application. The cost to participate in the program is \$350 for residents and \$375 for nonresidents. This fee subsidizes staff supervision, uniform, transportation, workshops and field trip fees. Payment will be requested upon acceptance into the program.

LITs will gain great professional and leadership experience. Our young "Leaders in Training" will add an extra dynamic to our camp program and will be essential in making our summer program the best possible for the children we serve. By the end of the program, LITs will gain confidence, a positive self-image, workforce preparation skills, problem solving abilities and cooperative skills. Apply now and become a part of our camp team!

If you have any questions or require additional information, please do not hesitate to contact Meghan Cleveland at (248) 451-1906 or [mcleveland@wbparks.org](mailto:mcleveland@wbparks.org).

Sincerely,  
West Bloomfield Parks

*Please note that participation in the LIT Program IS NOT a guarantee of future paid employment with the West Bloomfield Parks and Recreation.*



WEST BLOOMFIELD PARKS + RECREATION COMMISSION

# LEADER IN TRAINING (LIT) PROGRAM APPLICATION

**PERSONAL INFORMATION:**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Date of Birth \_\_\_\_\_ Current Age \_\_\_\_\_ Gender \_\_\_\_\_

School \_\_\_\_\_ Grade in September \_\_\_\_\_

Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Phone# \_\_\_\_\_ Email Address \_\_\_\_\_

Parent/Guardian Name(s) \_\_\_\_\_

Parent Phone# \_\_\_\_\_ Parent Email \_\_\_\_\_

Second Emergency Contact (name & #) \_\_\_\_\_

Any health conditions, allergies or illness we should be aware of:

**VOLUNTEER EXPERIENCE, INTERESTS & HOBBIES:**

Please describe (or attach) any volunteer experience you have. List all sports (organized and not) in which you have participated. Please include any specific crafts or hobby skills you have.

**PREVIOUS WORK EXPERIENCE (if applicable):** List employer(s) (or attach), dates of employment and responsibilities.

**TYPICAL METHOD OF TRANSPORTATION TO CAMP:**

Car (Parent/Guardian driving)

Bike/Skateboard/Walk

**SELF ASSESSMENT: Please answer questions (or attach) to the best of your ability.**

1. Why would you like to be a LIT?

2. What experience do you have working with children?

3. What are your favorite things about summer camp?

4. In your own words, describe the responsibilities of a LIT.

**SKILLS ASSESSMENT:** Please evaluate yourself in the following activities using the ranking system below. Please be as honest as you can. This tool is used simply for evaluation and will not directly affect your chance at being accepted into the program.

- 1= Participated 6+ times
  - 2= Participated in more than once
  - 3= Tried Once
  - 4= Never tried
- Add a (+) if you've taught the skill

**AQUATIC & OUTDOOR SKILLS**

Swimming \_\_\_\_\_  
Canoeing/Kayaking \_\_\_\_\_  
Fishing \_\_\_\_\_  
Hiking \_\_\_\_\_

**ART SKILLS**

Dance/song \_\_\_\_\_  
Crafts \_\_\_\_\_  
Drama/Plays \_\_\_\_\_

**SPORTS SKILLS**

Cheer/Gymnastics \_\_\_\_\_  
Baseball \_\_\_\_\_  
Volleyball \_\_\_\_\_  
Soccer \_\_\_\_\_  
Group games \_\_\_\_\_

**PEOPLE SKILLS**

Communication \_\_\_\_\_  
Problem Solving \_\_\_\_\_  
Conflict Resolution \_\_\_\_\_  
Group Management \_\_\_\_\_  
Team Player \_\_\_\_\_

Please check the sequence of weeks you can commit to this summer. Label 1, 2, 3 in order of preference if you are available for more weeks.

- \_\_\_\_\_ June 22 - 26 & July 6 - 10 (skipping July 4th holiday week)
- \_\_\_\_\_ July 13 - 17 & July 20 - 24
- \_\_\_\_\_ July 27 - 31 & August 3 - 7

**Mandatory Dates:**

Orientation - June 16  
Workshops - TBD

Please circle t-shirt size: Small                  Medium                  Large                  XLarge

*I agree that all information provided is accurate at the time of posting. I understand that consistent attendance is critical to completion of this program.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(LIT Applicant)

Please return to:

Meghan Cleveland  
E: [mcleveland@wbparks.org](mailto:mcleveland@wbparks.org)  
P: 248.451.1906

Questions: (248) 451-1906 or email



## LIT Code of Conduct

I, \_\_\_\_\_, agree to serve, if selected, as a Leader in Training (LIT) with West Bloomfield Parks this summer. I will fully participate in all activities, be helpful to all staff and be a positive influence on the program as a whole.

1. I understand that there are high expectations for the behavior of a LIT as there will be younger campers looking up to me to be a role model. I agree to conduct myself in a mature, responsible manner.
2. I agree to perform tasks to the best of my abilities, participate fully in all camp programs and if I have any questions or concerns to contact my immediate supervisor as soon as possible.
3. I agree to attend camp punctually each day. In the event of illness or an emergency, I will call West Bloomfield Parks as soon as possible to notify staff of my absence.
4. I will not fraternize with the campers or engage in any inappropriate conversation or behavior with the campers.
5. If my work performance or behavior is in any way deemed unacceptable by the Camp Administrator, I understand that I may be suspended from the program or terminated immediately.
6. I understand that cell phones are not to be used at the program.
7. I agree to 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.
8. I will remain within my assigned group and location to ensure the safety/well-being of campers and myself.
9. I agree to get enough sleep each night to properly function the next day. I agree to come prepared with the correct uniform shirt, food, swim gear and any other items needed for the day.
10. I understand the importance of the being open to ideas, suggestions and opinions of others. Be flexible and adaptable to ever changing situations.
11. I agree to leave expensive, inappropriate and distracting items at home. West Bloomfield Parks is not responsible for loss or damage to personal property.
12. **I agree not to possess or use:** drugs, alcohol, tobacco, firearms, fireworks, knives and other items deemed dangerous during camp. West Bloomfield Parks reserves the right to check areas and/or persons 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 West Bloomfield Parks Camp 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 at parent/guardian expense.
- If applicable, further disciplinary action as determined by the West Bloomfield Parks staff, which may include becoming ineligible to participate in further West Bloomfield Parks camp activities.
- 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 West Bloomfield Parks Leader in Training Program Description and Code of Conduct.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



I have applied to the Leader in Training program through West Bloomfield Parks, and I desire that they be fully advised of my record with former employers, teachers and others who know of me and my competencies. I therefore respectfully request that you furnish the information they seek from you, and I hereby release you from any and all liability of damages for providing the information requested.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Dear Guidance Counselor, Teacher or Employer:**

The person whose name appears above is applying for a position in our Leader in Training (LIT) program within a summer day camp program. Selection for this position will mean that the applicant will spend many hours learning to work with children ages 6-11 in an environment where teamwork with peers and supervisors will be essential. At camp, some of their duties will include assisting camp staff with crafts, games, field trips, canoeing, fishing and water play. Each LIT will have the opportunity to plan and execute a camp activity as well. Although your evaluation of this candidate will be helpful in selecting the LIT, your comments will be even more helpful by assisting us to provide support for the candidate if this person is chosen for a LIT position. Your frankness and forthrightness are encouraged, therefore, as being helpful to this person.

Thank you in advance for your time.

What are some of the strengths of the applicant?

Do you have any concerns about the ability of the applicant to participate in a leader in training program to learn skills supervising children, or their ability to work as part of a community with peers and supervisors?

Any additional comments you would like to share about the applicant regarding their ability to be successful in this position.

**Please circle the number which best describes the applicant.**

	1. Poor	2. Adequate	3. Good	4. Excellent	<u>Comments</u>
<b><u>PERSONAL HABITS:</u></b>					
Speech and manner	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Appearance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
School attendance record	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Promptness	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Physical energy	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
<b><u>EMOTIONAL MATURITY:</u></b>					
Overall emotional maturity	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Sense of humor	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Attention to detail	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Initiative without supervision	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Consideration of others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Patience; poise in tense situations	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Reaction to criticism	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
<b><u>SOCIAL MATURITY:</u></b>					
Ability to work with and enjoy others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Courtesy	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Ability to inspire enthusiasm in others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Leadership ability	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Ability to communicate with children	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Capacity for fun	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
<b><u>ATTITUDES:</u></b>					
Desire to help others	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Ability to work up to potential	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	
Willingness to do extra tasks	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	

Other comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Contact Information: \_\_\_\_\_

**Please return to:**

Meghan Cleveland  
 E: [mcleveland@wbparks.org](mailto:mcleveland@wbparks.org)  
 P: 248.451.1906

Questions: (248) 451-1906 or e-mail