



Counselor In Training Program

Winter 2025

Dear Student:

The City of Burbank Parks and Recreation Department is recruiting for the Counselor-In-Training (CIT) Program. The CIT program is a 10-week opportunity for high school students to gain valuable work experience, earn service hours, and enhance their resumes and interview skills.

Components of the CIT 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 3 unexcused absences during the 10-week program.
- Must complete 3 activities, rate satisfactory or above on their final evaluation, and attend orientation and 2 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 (Upstairs Gym Office)

Application Period: December 23, 2024 through January 31st, 2025

Interviews: Week of February 3rd, 2025

Program Dates: February 17th, 2025 through May 2nd, 2025

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 Monday, February 17th from 4:30pm - 5:30pm 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,

Ricky 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 17th – May 2nd

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 10 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	2:00 - 6:00pm	123 N Street	Mon/Wed	4-6pm #1
<i>Bret Harte</i>	2:00 - 6:00pm	3200 W Jeffries Ave		
<i>Disney</i>	2:00 - 6:00pm	1220 W Orange Grove Ave		
<i>Edison</i>	2:00 - 6:00pm	2110 Chestnut St		
<i>Emerson</i>	2:00 - 6:00pm	720 E Cypress St		
<i>Mckinley</i>	2:00 - 6:00pm	349 W Valencia		
<i>Miller</i>	2:00 - 6:00pm	720 E Providencia Ave		
<i>Providencia</i>	2:00 - 6:00pm	1919 N Ontario St		
<i>Roosevelt</i>	2:00 - 6:00pm	3201 W Verdugo Ave		
<i>Roosevelt Kinder Club</i>	2:00 - 6:00pm	3201 W Verdugo Ave		
<i>Stevenson</i>	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. WHAT ARE YOUR INTERESTS AND/OR HOBBIES OUTSIDE OF SCHOOL?

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. 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:

Email: Rcorado@Burbankca.gov

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
Community Services Building Room #104, 150 N. Third Street



Meeting #1 on Monday February 17, 2025.
4:30PM - 6:00PM



Meeting #2 on Monday, March 17 2025.
4:30PM - 6:00PM



Meeting #3 on Monday, April 14, 2025.
4:30PM - 6:00PM



May 2nd, 2025 at 6:00PM 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**