



January 2024

Dear Counselor/CIT Applicant:

Thank you for your interest in being a counselor or CIT at **MoCo Arts 2024 School Vacation and CupCAKE Summer Camps** for young children. The camp is a fun, fast-paced, energetic environment with a focus on being safe and supportive of our campers. Counselors and CITs will assist the children in all the activities, lending their own creative talents and energy to the process. In addition to valuable leadership experience and free training in childcare techniques, CITs can also earn internship credits towards classes at MoCo Arts and are required to complete a daily log of hours at the front desk each day. Counselors must be 16+ and can qualify for a paid internship. This is a superb educational opportunity for young adults to work on leadership skills, to serve as role models for the children, and to have a fun internship experience which prepares them for more challenging positions in the future!

Qualifications:

- Counselors: 16 years or older.
- CITs: 12 years or older.
- Experience working with children,
- Interest in gaining more skills in this area,
- Reliable, hard-working, and fun-loving,
- Energy, responsibility, and a willingness to be part of a team,
- Preferably have a background in dance, music, theater and/or art.

Staff over 16 may be required to undergo an interview process, background check, reference review and an orientation. Failure to meet these criteria may result in applicant not being selected for this training opportunity.

Turn in completed application to Danielle Fitzpatrick via email at [dfitzpatrick@moco.org](mailto:dfitzpatrick@moco.org) or at MoCo Arts, 40 Roxbury St., Keene. Hope to see you at camp!

Sincerely,

Danielle Fitzpatrick  
Director of Young Arts



## School Vacation & CupCAKE Summer Camps — Counselor/CIT Application 2024

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Home		E-mail Address			
Age:		Cell #:		Date of Birth:	
Parent/Guardian Signature					
Have you worked at CupCAKE in the past?		YES	NO	Do you take classes at MoCO Arts?	
				YES	NO
What are your interests?		dance	art	theater	music Other:

EDUCATION					
Middle			City/town		
From	To	Did you graduate?	YES	NO	Interests
High			City/town		
From	To	Did you graduate?	YES	NO	Interests
College			Address		
From	To	Did you graduate?	YES	NO	Degree

REFERENCES	
Please list two personal references.	
Full Name	Relationship
Address	Phone ( )
Full Name	Relationship
Address	Phone ( )
IF UNDER 18 YEARS OLD	
Emergency Contact:	Phone:



Describe past experience working with young children:
Describe past leadership or volunteer experience:

Scheduling can be flexible to fit your needs, but generally there are half day and full day options Monday through Friday and aftercare options Monday through Thursday. Please note that lunch and snack breaks are taken with the children, and you are still on duty. Counselors and CITs must show up on time and for their full shift. Check off all the dates and times you might like to work.

Check off the week(s) and times you would like to work:

- February Vacation Feb 19-23
  - April Vacation Apr 22-26
  - CupCAKE Week 1 June 24-28
  - CupCAKE Week 2 July 29-Aug 2
  - CupCAKE Week 3 Aug 5-9
  - CupCAKE Week 4 Aug 12-16
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- Mornings (7:45 a.m.-12 p.m.)
  - Afternoons (11:30 a.m.-3:15 p.m.)
  - Full day (7:45 a.m.-3:15 p.m.)
  - Aftercare (3-5 p.m.)

Those over 16 years old will also need to complete the necessary state and federal employment forms required to be paid. Those under 16 years old will be required to fill out internship time sheets on a daily basis at the front desk.

You will be notified via email and/or phone if you are selected to work for the weeks/times that you requested above.



### Internship Responsibilities:

- Available for training and orientation (date TBD) which may include behavioral management techniques with children, emergency response training, tips, and techniques for working with youth, songs, games, and activities to keep children engaged in arts education.
- Assisting experienced teachers and educators with set-up, clean-up, and participating in all activities.
- Completing criminal release records, employment hire forms and/or CIT applications in advance of arriving at camp.
- Assisting with an end of the week performance for family and friends. Video recorded performance may invite you to record and upload material for the show. Live performances will take place on Fridays at noon.
- Following all protocol outlined in the staff manual and schedule.
- Any other responsibilities to meet the happiness, health, and safety needs of the campers.
- Please inform the camp director if there are any activities in which the applicant will not be able to participate.
- Be ready to sing, dance, and have a great time!