

Village of Briarcliff Manor Recreation Department
3 Library Road, Briarcliff Manor, NY 10510

2025 Counselor-in-Training (CIT) Application Packet

DEADLINE: Friday, March 28th

Thank you for your interest in the Briarcliff Manor Recreation Day Camps. Briarcliff Recreation is interested in hiring persons who sincerely enjoy interacting with children. These positions require hardworking, dynamic individuals who have excellent skills in engaging with children.

Below is all the information you need to apply for a Counselor-in-Training (CIT) position, so please read through it carefully. Please note there is a small fee once accepted into the CIT program. The fee varies based on weeks worked. All CITs will receive community service for the time put in.

Briarcliff Residents/School District residents who are selected as CITs will also receive a pool pass. CITs are placed in either Tree Camp (Kindergarten & 1st graders) or Super Camp (2nd – 3rd grade). The 2025 camp dates are June 30 – August 1. MANDATORY orientation for all is June 28th. There will be an additional specific CIT training – date TBD. A 5 week commitment is encouraged but not required, however applicants must be available for a minimum of 2 weeks.

Requirements:

- ☺ 15 years old by 6/30/25 and entering 10th or 11th grade in September 2025
- ☺ Have at least 2 years experience as a camper (not necessarily at Briarcliff Camps)
- ☺ Must attend Staff Training in June – dates will be given at the interview.
- ☺ Must be enthusiastic, playful, patient, and have self-control.
- ☺ Enjoy playing with children outdoors.
- ☺ Comfortable supervising children in the pool.

General Responsibilities (but not limited to)

- ☺ Assist the group in day to day activities.
- ☺ Work closely and **actively** participate with the specialists and head staff to assist with the group.
- ☺ Assist in conducting a wide range of games and activities geared to the age and skill level of the campers.
- ☺ Must participate in all camp activities, **including the pool**.

Application Process

1. Fill out the [General Employee Application](#). All sections must be filled out. Be sure to indicate this is for a CIT position.
2. Obtain 14/15 year old blue working card from school.
3. Application **and** working papers MUST be received by **March 28th**.

Once all your paperwork has been submitted, interviews will be scheduled. Interviews will be conducted during the month of April. A parent must accompany you to the interview. A virtual interview can be set up if requested.

Any questions, please contact Karen directly at 941-6560 or kkuzio@briarcliffmanor.gov

PLEASE NOTE: The number of positions will vary according to returning staff as well as camper registration numbers. Applications are due to Karen by Friday, March 28th.