



Job Title: Counselor-in-Training (CIT) Director
Classification: Nonexempt (*Seasonal*)
Reports to: The CIT director will report directly to the camp director.
Salary Range: \$250-300 per week
Note: This position does require pre-camp work.

Position Purpose:

To implement a robust and entertaining counselor-in-training program.

Essential Job Functions:

1. Create and implement a counselor-in-training program.
 - ◇ Prior to camp, work with the camp director to create a counselor-in-training program
 - ◇ During camp, conduct daily counselor-in-training meetings and assign activities
2. Select and supervise counselors-in-training
 - ◇ Prior to camp, work with the camp director to create and implement a selection process.
 - ◇ Prior to camp, work with the camp director to select counselors-in-training
 - ◇ Ensure counselor-in-training registration is complete
 - ◇ Supervise and evaluate counselors-in-training
 - ◇ Build strong relationships with counselors-in-training
3. Assist in preparing and implementing staff training.
 - ◇ Prepare necessary materials to train staff on counselors-in-training
4. Assist with leader-in-training (LIT) program

Other Job Duties:

- ◇ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ◇ Additional duties as assigned.

Relationships:

The CIT director will communicate with the camp director to ensure the safety and effectiveness of the CIT program. The CIT director will work closely with the LIT director to run both programs.

Physical Aspects of the Position:

- ◇ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ◇ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.

- ◇ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ◇ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ◇ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Must be willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to various weather conditions.

The CIT Director will serve as a member of program staff.

Typical Day

- ◇ 8:00 am - Breakfast: Mingle with campers and ensure their needs are met.
- ◇ 8:40 am - Staff Meeting: Actively participate in staff meeting and communicate any CIT updates/needs.
- ◇ 9:00 am - Activity 1: Hold CIT/LIT meeting or supervise CITs/LITs.
- ◇ 10:00 am - Activity 2: Hold CIT/LIT meeting or supervise CITs/LITs.
- ◇ 11:00 am - Small Group Check In: Meet with staff for devotion.
- ◇ 11:20 am - Cabin Time: Hold CIT/LIT meeting or supervise CITs/LITs.
- ◇ 12:00 pm - Lunch: Mingle with campers and ensure their needs are met.
- ◇ 1:00 pm - Devotion: Assist with LIT devotion.
- ◇ 1:30 pm - Rest Period: Break
- ◇ 2:30 pm - Afternoon All-Camp: Hold CIT/LIT meeting or supervise CITs/LITs or assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 3:30 pm - Canteen and Optionals/Deans Program: Younger campers will attend deans program. Older campers will attend canteen and optionals.
 - The CIT director will hold CIT/LIT meeting or supervise CITs/LITs.
- ◇ 4:30 pm - Canteen and Optionals/Deans Program: Older campers will attend deans program. Younger campers will attend canteen and optionals.
 - The CIT director will hold CIT/LIT meeting or supervise CITs/LITs.
- ◇ 5:30 pm - Cabin Time: Hold CIT/LIT meeting or supervise CITs/LITs.
- ◇ 6:00 pm - Dinner: Mingle with campers and ensure their needs are met.
- ◇ 7:00 pm - Evening All-Camp: Hold CIT/LIT meeting or supervise CITs/LITs. or assist in leading/setting up activity as necessary. Participate fully by engaging campers, listening, mingling, etc.
- ◇ 8:00 pm - Staff Meeting: Actively participate in staff meeting and communicate any CIT updates/needs.
- ◇ 8:30 pm - Twilight Cafe: Hold daily debrief/hang out time for CITs/LITs.