



Job Description

SACANDAGA

Administration

Job Title: Counselor In Training Coordinator

Classification: Exempt (Seasonal)

Reports to: Assistant Director

General Description: This person is responsible for the supervision and safe operation of Counselor In Training (CIT) program. This person is a part of the Leadership Team. He/she will also be required to participate in other camp related duties.

Qualifications:

1. Must be at least 21 years of age and completed two years of college.
2. Current, valid ARC Community First Aid & CPR or equivalent is required.
3. Previous experience supervising youth 13 to 16 years of age.
4. Competency and experience teaching teens required.
5. Desire and ability to live & work with children outdoors for extended periods of time.
6. Ability to relate to and supervise one's peer group.
7. Ability to accept supervision and guidance.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.

Responsibilities:

1. Supervise and teach each of the Counselor In Training (CIT) programs.
 - a. Make the CIT programs interesting and educational.
 - i. Teach the five components & pinnacle of each class with assistance
 - ii. Evaluate each CIT according to standards. Make recommendations whether CIT's should advance in the program, repeat, or be encouraged to apply as a volunteer counselor in the future.
 - iii. CIT 1 - include such topics as (but not limited to) personal health, substance abuse, service projects, leadership styles, age-group characteristics, parental expectations, employer expectations, applying for jobs, interviewing skills, following rules, "shadowing" staff members, teambuilding.
 - iv. CIT 2 - include such topics as (but not limited to) camper needs/desires, supervision of campers, emergency procedures, applying for positions, camp schedules, homesickness, bullying, teambuilding, behind-the-scenes, counselor paperwork, program specific training.
 - b. Function when needed, as a liaison for the CIT program and CIT's.
 - i. Function as a resource person for campers & counselor questions regarding CIT's.
 - ii. Work with Cabin Counselors regarding any questions or concerns over CIT behavior in the cabin.
 - iii. Report on the CIT program during closing ceremonies with parents.
 - iv. Attend Camp Open Houses to meet with parents regarding the CIT program.
 - c. Enforce all CIT regulations and expectations.
 - i. CIT's are expected to be Role Models of camper behavior at all times.
 - ii. CIT's are expected to follow all camp rules and regulations.
 - iii. At no time should a CIT be in unauthorized areas of camp or have unauthorized food privileges.
 - d. CIT materials - Coordinate use of any office supplies with the Program Director.
2. Supervise and Coordinate CIT's at the Evening Activities.

- a. Make the evening programs as safe and much fun as possible. Make things “special” for CIT’s. Examples would be sitting in special locations, helping before, during, after events, occasionally participation in alternate events.
 - b. Evening activity logistics
 - i. Work with the Coordinator “On-Duty” and the assigned counselors for CIT participation in the set-up & take down of the evening activities.
 - ii. CIT Coordinator presence at evening activities is required.
 - iii. Clean up and put away all materials and supplies at the end of the night, CIT’s may assist.
 - iv. CIT’s may help with the preparation, distribution and clean up of snack with assigned counselors.
- 3. General Coordinator Responsibilities**
- a. Each session the coordinator will be assigned one full day to be “ON DUTY” . Responsibilities for “On Duty” are as follows...
 - i. Coordinate with the kitchen to make sure meals start on time. Run KP & the meals.
 - ii. Make sure to make announcements at appropriate times during the day
 - iii. Make sure evening activities are set up, run and cleaned up
 - iv. Oversee camper snack time and vespers
 - v. Patrol the camp, stopping regularly at all cabins and program areas
 - vi. Close the camp gate
 - vii. Keep the patrol log up to date and turn in a the end of the evening
 - viii. The day after you on “On Duty” you need not report until Class Period One.
 - b. Free Time
 - i. Unless otherwise instructed, be present and provide leadership over Recreational Periods
 - ii. Offer activities during Choice Recreation that reflect educational objective of your area
 - iii. Offer support during Water Recreation, running the buddy board, boating or other activities
 - iv. Present an enthusiastic attitude at all times, participating with campers and other staff members
 - c. Evening Activity Responsibilities
 - i. Prepare a skit with your area for the opening campfire. Presence at this Campfire is a job requirement. You will be required to assign staff in the building, lighting, running and clean up of this campfire each week.
 - ii. Oversee the evening activity that takes place on your designated evening “On Duty”. Make sure all preparations are made & clean up is thorough. Fill out all reports as needed.
 - iii. Prepare and assist in the all camp campfires. You will be required to assign staff to the building, lighting, running and clean up of this campfire each week.
 - iv. As needed you will be required to attend and assist with other evening activities.
 - d. Leadership Team Responsibilities
 - i. As a general member of the summer camp leadership team, it is expected that you will be a positive role model to other staff at all times and in all situations.
 - ii. Responsible to abide by and support decisions made by the PD in action, speech and attitude.
 - iii. Responsible to abide by and support all camp policies in action, speech and attitude. Failing to do so are grounds for dismissal.
 - iv. Expected that you will put the best interests of the campers and counselors first at all times.
 - v. Responsible for the prudent care of assigned radio, follow proper radio etiquette at all times.
 - e. Group Responsibilities Each Coordinator will be assigned to lead a group of campers
 - i. Responsible for the welfare of each camper in the group during these times
 - ii. Fairly assign responsibilities to campers
 - iii. Participate with the group during both camp clean-up responsibilities and in games
- 4. Other Camp Responsibilities**
- a. Assist with Registration as assigned. Be courteous and helpful with parents and campers at all times.
 - b. Assist with camper departure as assigned. Be courteous and helpful with parents and campers at all times.
 - c. Assist in the closedown of camp at the end of each session. Run meetings & in-service training’s as assigned.
 - d. Do not follow any discriminatory practices based upon race, color, national origin, sex or handicap.
 - e. Responsible for the safety and welfare of campers: resolve camper issues and conflicts appropriately and in a timely manner, ensure campers are adequately supervised at all times.

- f. Be a positive role model at all times to campers and staff regarding cleanliness, punctuality, sportsmanship, good manners, teamwork, table manners, etc.
- g. Follow camp rules and regulations pertaining to smoking, use of alcoholic beverages, and the use of drugs.
- h. Be flexible and willing to change routine. Some work assignments may be reassigned and other duties may be assigned as necessary.
- i. Be willing to cooperate with 4Campfire Council members and volunteers, other staff members and other people involved with the planning and implementation of the camp program, activities, etc.
- j. Turn in all assigned paperwork, thoroughly complete and on time.
- k. Manage personal time off in accordance with camp policy.
- l. Use thoughtful and mature judgment.
- m. Consistently and completely perform responsibilities of the position in an independent manner.
- n. Inform the Director or Assistant Director of problems or unusual activities that pertain to camp.
- o. When requested by the Director or Assistant Director performs tasks required for the successful operation of the camp.

Supervision: This person is under the direct supervision of the Assistant Director.

Essential Functions:

- a. 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.
- b. Must have the ability to communicate and work with groups participating, (age and skill levels), and provide necessary instructions to campers.
- c. Must have the abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, & apply appropriate behavior management techniques.
- d. Must have the ability to supervise staff and address staff and or camper situations as they arise.
- e. Must have visual and auditory ability to identify and respond to environmental and other hazards