

## **Job Description Counselor In Training (CIT) Coordinator**

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### **Summary/Objective:**

Work directly with the Camp Administrative team and the CIT Leader to provide an effective resident camp experience for Counselor In Training campers. Coordinate and develop camp programs, ensure active involvement in all aspects of camp, encourage self-growth and camper growth, and enthusiastically promote the Girl Scout Mission.

### **You are/ You have:**

- Willing and excited to teach, work and relate successfully with campers and camp staff.
- Able to coordinate a variety of program activities in a camp setting.
- Experienced in leadership roles.
- Willing to participate in training to develop physical, professional and behavior management skills.
- Ability to work with people of diverse backgrounds and abilities.
- Ability to think and act calmly in a crisis.
- Positive approach to all Camp rules, policies, and procedures.
- Demonstrated maturity, sense of humor, integrity, and flexibility.

**Reports to:** Administrative Staff & Camp Director

**FLSA Status:** Seasonal- Exempt

**Pay:** Weekly rate of \$780

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### **Essential Functions:**

#### **Physical & Mental Demands:**

- Travel percentage: 100%, moving between three properties throughout the summer camp season.
- Live in a variety of quarters with other staff outdoors which may include, but not limited to sleeping directly on the ground, primitive camping, rustic cabins, or dormitory cabins.
- Must possess strength and endurance, and emotional well-being required to maintain supervision of campers and other staff members.
- Ability to go without personal electronic devices for several days at a time while on duty.
- Prolonged standing, some bending, stooping, climbing, and stretching.
- Hand-eye coordination and manual dexterity to manipulate outdoor and camp equipment.
- Ability to lift up to 50 lbs.
- Daily exposure to the sun, heat, and animals such as bugs, snakes, bats, etc.
- Hiking or walking long distances; up to 3-5 miles per day.

#### **Program**

- Lead in the planning, coordination, and delivery of the CIT program.
- Comfortable working with campers ages 14-17 and staff 18+
- Works collaboratively with team to ensure active involvement of campers and staff in the overall camp program.

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- Responsible for leading general activities such as arts and crafts, nature, science and sports and games.
- Ensure the proper care, use, and maintenance of equipment or materials used for camper activities.
- Participate in pre and post camp training, inventory, and general clean-up as assigned.
- Lead fun and meaningful activities for campers.
- Model constructive and enthusiastic participation in all program areas.
- Work with other Unit Leaders, Program Specialists and Administrative Staff to create weekly schedules.
- Coordinate use of facilities, supplies, and equipment to ensure unit schedules meet session goals.

**\*\*Additional opportunities to become instructor certified in lifeguarding, mountain biking, watercrafts, archery, challenge course, and/or Rockwall/Zipline. Ask for more details during your scheduled interview\*\***

### Staff & Camper Support

- Provide supervision, guidance, regular feedback, and support to unit counselors, other co-workers, and campers.
- Coordinate with Administrative Staff to review weekly unit counselor feedback to ensure staff are placed in appropriate working units.
- Maintain positive, professional relationships with campers and staff.
- Complete detailed and thoughtful Camper Highlights forms.
- Prioritize the needs of campers.
- Provide an environment where every camper/Girl Scout feels welcome, safe, and included.
- Supervise all assigned aspects of the campers' day including morning wake-up, cabin clean-up, unit program, mealtimes, rest hour, evening activities, getting ready for bed, and other after-lights out duties.
- Help staff and campers to respect others, demonstrate how to appreciate differences and similarities so that campers get the most out of their stay at camp.

### Health & Safety

- Ensure that unit activities are carried out in accordance with safety standards.
- Apply behavior management techniques alongside fellow counselors and leaders.
- Be familiar with the council emergency action plan and procedures.
- Utilize camp provided transportation to drive campers and staff (*\*if 21+ and a council approved driver*).
- Maintain the cleanliness of all facilities; including but not limited to camp staff living areas, bathrooms, restocking of necessary supplies, garbage/recycling, and campfire areas.
- Ensure camper health needs are met. This includes and is not limited to knowledge of medications schedules, allergies, dietary restrictions, monitoring campers' water intake, and use of sunscreen.

### Systems & Communication

- Maintain strict confidentiality and professionalism when handling sensitive information regarding campers or staff members.
- Instruct staff and campers in established emergency procedures such as fire drills, evacuations, etc. and understand your role in crisis management.
- Adhere to established routines, schedules, and procedures for camp operation.
- Share camper and staff photos/stories regularly with administration for camp social media purposes.

### Eligibility Qualifications:

- Minimum 21 years of age.
- Must be full vaccinated against COVID-19 and able to provide written proof at the time of hire.

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- Any certifications within the past three years must have 3<sup>rd</sup> party documentation.
- First Aid and CPR certification (*provided at Staff Training*).
- At least one season (six weeks) of experience in a camp setting.
- Knowledge and experience in coordinating, implementing and supervising youth programs in an outdoor setting.
- Cognitive and communicative ability to manage multiple complex tasks and follow instruction.
- Ability to identify and respond to needs of campers, self, and other staff members.
- Current driver's license, safe driving record and willingness to drive a passenger vehicle.
- 6-day work week with weekends required. 24-Hour break period given weekly.
- This position is designated as a safety sensitive position.

This role ensures a successful camp experience, focusing on safety, program quality, and staff support.