



## **Counselor-in-Training Coordinator Position Description**

**Position Title:** Counselor-in-Training (CIT) Coordinator

**Reports To:** Outdoor Experience Manager

**Status:** Seasonal, Non-Exempt

**Salary:** \$275-\$400 per week

### **Position Summary**

The Counselor-in-Training (CIT) Coordinator is a supervisory position for summer camp programs. This position is responsible for coordinating and supervising activities of the CIT program. The CIT Coordinator delivers the CIT program to CIT I's and II's, supervises campers in the program and coordinates CIT internships with the camp schedule and needs.

### **Major Responsibilities**

- Coordinate and organize the delivery of the CIT curriculum as outlined in the CIT Manual.
- Supervise Unit Staff, delegate jobs, guide staff in their work and arrange schedules.
- Guide activities in the unit, assuring camper input and enabling camper growth and development in accordance with camp and Girl Scout program goals.
- Maintain records and prepares reports as requested.
- Supervise unit cleanliness, health care, equipment, supplies and housekeeping responsibilities.
- Welcome visitors on opening day and helps with luggage.
- Submit outline of projected weekly program each Monday.
- Ensure that all paperwork is completed and exit packets are given to all campers on check out day.
- Ensure that all paperwork is completed and turned into the office on check out day.
- Act as hostess for the unit.
- Participate in staff team efforts, displaying a positive and cooperative attitude.
- Other duties as assigned by Outdoor Experience Manager or designee

### **Additional Accountabilities**

- Actively supports and promotes the camp's commitment to diversity and inclusion
- Actively supports all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and girls
- Understands and internalizes the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner
- Seeks to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges

- Ensures that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence
- Demonstrates sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner
- Maintains strict confidentiality when handling sensitive information
- Attends all administrative meetings as needed
- Continually seeks and accepts opportunities for personal and professional growth
- Ensures that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences
- Responds to all emergency and crisis situations quickly and calmly

### **Requirements**

- Minimum age of 20
- Hold current certification in standard First Aid and CPR as per ACA guidelines
- Belief in the purpose and value of Girl Scouting; must be a registered member of Girl Scouts or become a member upon acceptance of position.
- Strong commitment to diversity, equity and inclusion
- Ability to communicate with staff, campers and parents with diplomacy and tact.

### **Physical Requirements**

*Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions unless this would cause an undue hardship to the council.*

- Prolonged standing, bending, stooping, walking long distances, hiking, climbing and stretching
- Moderate lifting (up to 50 pounds)
- Walking on uneven terrain, up and down hills for distances up to 1/2 mile multiple times each day
- Endurance to meet emergency needs
- Ability to live in a camp setting and work irregular hours
- Ability to tolerate daily exposure to the sun, heat and animals such as bugs, snakes, bats, etc.
- Current driver's license and at least three years of driving experience; ability and willingness to drive a 15-passenger van

### **Disclaimer Statement**

The above is intended to describe the general nature and level of work being performed by employee(s) assigned to this classification. They are not intended to be an extensive list of all responsibilities, duties and skills required of personnel so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. The employee is expected to adhere to all organization policies and to act as a role model in the adherence to the organization policies.

**I have read and understand the job description. I attest that I am qualified and able to perform the duties of this position as described.**

**Employee's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_