



Counselor-in-Training (CIT) Coordinator Position Description

Position Title: Counselor In Training (CIT) Coordinator

Reports To: Assistant Camp Director

Status: Seasonal, Exempt

Salary: Starts at \$375/week; paid bi-weekly

Dates: May 26, 2026- August 1, 2026

About Our Program

Come join Girl Scouts Carolinas Peaks to Piedmont (GSCP2P) for a summer filled with adventure. We are looking for enthusiastic, passionate and fun-loving staff members to help bring the camp magic to life at our overnight resident camp, Keyauwee Program Center, in Sophia, NC.

The mission of Girl Scouts is to build girls of courage, confidence and character who make the world a better place. We believe spending time outdoors at summer camp is a great way to do that! If you are ready to grow your leadership skills and make connections with others who are dedicated to this mission, we hope you will join us!

Position Summary

The Counselor-in-Training (CIT) Coordinator reports to the Assistant Camp Director and is responsible for developing and implementing activities for the CIT program during summer camp, with opportunities to work with CITs throughout the calendar year. The CIT Coordinator will facilitate leadership programs with CITs that are designed to prepare them to become camp staff in the future. The CIT will function as a Unit Leader for the CIT group and serve as a guide, mentor and role model to campers and staff. This position supervises Unit Counselors assigned to their unit during the week and works as a team to deliver a high-quality leadership development program. This individual must possess the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities. The CIT Coordinator will also coordinate with Unit Leaders from other age groups to schedule shadowing time for CITs and assign CIT IIs for their Junior Counselor week. During weeks that there is no CIT program at camp, this position will serve as a Unit Leader for their assigned age group.

Major Responsibilities

- Coordinate and organize the delivery of the CIT curriculum as outlined in the CIT Manual.
- Develop and implement new leadership development initiatives for CITs, as needed.
- Supervise Unit Counselors by delegating duties, guiding staff in their work and scheduling activities or breaks.
- Guide activities in the unit, ensuring camper input and enabling camper growth and development in accordance with camp and Girl Scout program goals.
- Live in unit with their assigned age group and help campers with their daily routines.
- Serve as a guide, mentor and role model to campers and staff.

- Supervise unit cleanliness, health care, equipment, supplies and housekeeping responsibilities.
- Complete daily unit paperwork.
- Assist with staff training, as needed.
- Other duties as assigned.

Additional Accountabilities

- Attend all administrative meetings as needed.
- Actively support all efforts to increase cooperation, communication and collaboration between and among staff members, volunteers and campers.
- Understand and internalize the importance of seeking resolution to problems and concerns by bringing them to the direct attention of supervisor in a timely manner.
- Seek to improve the effectiveness and efficiency of all camp operations with positive and creative approaches to challenges.
- Ensure that materials prepared and produced for the camp's internal and external audiences reflect the highest standards of excellence.
- Demonstrate sound time-management skills by effectively and efficiently organizing, prioritizing and completing multiple assignments in a timely manner.
- Maintain strict confidentiality when handling sensitive information.
- Continually seek and accept opportunities for personal and professional growth.
- Ensure that diversity and pluralism are embraced and incorporated into the design and delivery of camp experiences; actively support and promote the camp's commitment to diversity and inclusion.
- Respond to all emergency and crisis situations quickly and calmly.

Requirements

- Staff member must be at least 20 years old.
- Must be female or female-identifying.
- At least three years of work experience working with youth, preferably in a summer camp setting.
- At least one year of experience supervising staff.
- Must successfully pass a criminal background check.
- Current First Aid/CPR certification or ability to obtain certification.
- Must have the strength and endurance required to maintain constant supervision of campers and staff in a variety of activities.
- Passion for working with youth.
- Possess a love of being outdoors and willing to work outdoors in the heat, humidity and rain.
- Prepared to live on-site during employment in rustic cabin accommodations (often with no electricity, internet or air conditioning).
- 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 ½ mile multiple times each day;
- Tolerance for working at heights exceeding 15 feet;
- 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.

Disclaimer Statement

The above are 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.