

Camp Leo Job Descriptions- COUNSELING

COUNSELOR/CIT LEAD

Job Title: **Counselor/CIT Lead**

Classification: **Volunteer Non-Paid**

Reports to: **Executive Director, Camp Director**

Position Purpose:

This position is held by two individuals during each session, preferably a male and female lead. The Counselor/CIT Leads are responsible for direct support, in-service training, and management of the counselors and counselors-in-training. In addition, they are responsible for assisting in communicating with the counselors prior to camp, planning and designing the annual Leaders in Training retreat, and communicating with the CITs and their families prior to camp.

Qualifications:

- ♦ Minimum Age: 21 years old prior to the first day of their camp session (EL and MS) or 23 years old (HS)
- ♦ Education, training, and experience in special needs camping
- ♦ Leadership and management experience
- ♦ College degree preferred
- ♦ Childcare experience preferred

Relationships:

- ♦ Counselor/CIT Leads are responsible to the Camp Director and the Executive Director
- ♦ Counselor/CIT Leads will have a daily meeting with their counselors and counselors-in-training to go over any issues. Additional review meetings will be scheduled as necessary.
- ♦ Counselor/CIT Leads are there to support their counselors and CITs and lead by example.
- ♦ The Counselor/CIT Leads will work with each other, with the Medical Lead and Camp Director, when necessary, to address any interpersonal issues at camp between counselors or CITs and other personnel.
- ♦ Counselor/CIT Leads will coordinate with the Camp Director, Medical Director, Medical Lead, Camp Physician, , and Program Directors as necessary to provide for a safe, healthy working environment for their staff and campers.

Essential Job Functions:

1. Responsible for the direction and organization of CIT and counseling staff, within the activities and throughout the camp in order to meet intended counselor and camper outcomes.
 - ♦ Assure campers are properly supervised at all times.
 - ♦ Be aware of and implement safety guidelines.
 - ♦ Conduct check-ins with all counseling and CIT staff to ensure adequate self-care, appropriate behavior management, successful working relationships among cabin staff, and any other inquiries of support needed by counselors. Check-ins with each counselor and CIT done on a daily basis, and more often as necessary on a case-by-case basis.
1. Leading and participating in the CIT and Counselor meetings
 - ♦ Counselor/CIT Leads will lead the daily counselor and CIT meetings to go over planning, needs, and address any issues
 - ♦ Counselor/CIT Leads will design program activities to improve leadership skills in the CIT group.
 - ♦ Additional meetings with counselors or CITs on individual basis will be scheduled as necessary.
2. Implement on-site human resource management practices to improve Counselor and CIT skills as child care providers and camp professionals.
 - ♦ Participate in developing and delivering pre-camp off-site and on-site training programs.
 - ♦ Responsible for on-site training, supervision, and evaluation of Counselors and CITs.
 - ♦ Offer appropriate coaching, intervention, and support strategies to ensure that Counselors and CITs are meeting their goals and executing the camp program as outlined.
 - ♦ Find replacement or fill in any positions vacated because of illness, emergency, or dismissal.
 - ♦ Participate in discussions regarding dismissal or suspension of any camp Counselor or CIT staff.

3. Be a role model in attitude and behavior
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example to campers and staff in regard to general camp procedures and practices including behavior, relationships, sanitation, schedule, and sportsmanship.
4. Participate actively in the supervision of the Counselors and CITs.
 - Provide positive and constructive feedback, counseling, and support as necessary
 - Ensure that the Counselors and CITs are appropriate in their behavior and relationships with campers and other staff members, addressing any inappropriate behavior directly with counselor.

Other Job Duties:

- Contribute to verbal and written evaluations and communication.
- Distribute, collect, and help to evaluate counselor and CIT surveys to evaluate the success of the camping program, after each session.
- Lead and participate in activities as needed to ensure sufficient coverage.

Knowledge, Skills, and Abilities:

- Understand the development needs of youth.
- Personal understanding of type one diabetes
- Ability to relate to youth and adults in a positive manner.

Physical Aspects of the Job:

- Ability to observe camper and staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- 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.
- Physical ability to stand for long periods, walk long distances, hike hills, swim
- Requires range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs.
- Willingness to live in a camp setting and work irregular hours with limited or simple equipment and facilities.