



**United Boys and Girls Clubs
Santa Barbara County
Position Description**



POSITION TITLE: CIT Co-Director
DEPARTMENT: Camping
REPORTS TO: Program Coordinator or Summer Camp Director
FLSA STATUS: Non Exempt
FULL/PART TIME: Full-Time
REGULAR/TEMPORARY: Temporary
PREPARED DATE: March 2011

POSITION SUMMARY

Plans and implements training for youth in the Counselor-in-Training program; Supervises CITs.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Plans, coordinates and implements the CIT program for Camp Whittier based on Camp Whittier's teen leadership goals, including:
 - a. Effective communication and leadership skills;
 - b. Functions and designs of a summer camp program;
 - c. Skills for supervising and leading activities with younger children;
 - d. Knowledge of child development;
2. Serves as a counselor and advisor to CITs, providing a quality program that includes:
 - a. A chance to help plan or choose program activities that are based on and may include the camp program;
 - b. Experiences that can only happen in an outdoor or a camp setting;
 - c. Opportunities to extend themselves and learn new skills;
 - d. A knowledge and appreciation of the outdoor environment, not only as special activities, but as a part of the total camp program;
 - e. Opportunities to develop confidence and self-esteem;
 - f. Positive and team-oriented work and play situation;
 - g. Comfortable and positive relationships with adults and peers.
3. Coordinates all aspects of the CIT program, including:
 - a. Communication with CITs before sessions start;
 - b. Interviewing CIT candidates
 - c. Plan and conduct two week-long trainings for CITs that include placement with staff;
4. Has knowledge of Camp Whittier policies and procedures and adherence to these.
5. Shares program ideas and skills with all staff to enhance and expand the Camp Whittier program.
6. Keeps records, makes inventories and reports as necessary or as requested by supervisor.
7. Adheres to emergency, health and other plans adopted by the camp, assuring first and foremost each camper's and staff member's safety.
8. Submits reports as assigned, including staff evaluations and weekly session reports. With other Teen Leadership staff, writes final report which includes recommendation for next year's program, supplies, and placements for CITs
9. Performs other duties as assigned.
10. Follow camp rules and regulation pertaining to smoking, use of alcoholic beverages and drugs.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Interpersonal communication skills
- Leadership skills and team management skills
- Supervisory, management or leadership experience
- Willingness to provide positive leadership for youth
- Knowledge and understanding of youth of all ages
- Ability to accept supervision and guidance
- Responsibility, accountability, and flexibility
- Organizational skills
- Current First Aid and CPR certification
- Be an excellent example to youth at all times
- Minimum age 21 years old

WORK ENVIRONMENT

The CIT Co-directors work both indoors and outdoors, and is required to live on-site and be on-call 24 hours a day. Each staff member has two hours off for each full day worked, and minimum 24 hours off between sessions.

PHYSICAL DEMANDS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift and carry 50 pounds for 200 yards over hiking trails
- Ability to perform job responsibilities during daylight and nighttime hours
- Repetitive motions of hands/wrists
- Walking
- Climbing stairs
- Hiking on uneven terrain and up/down hills
- Ability to communicate in English, orally and written

As a result of this individual fulfilling the responsibilities of this position, the goals and objectives of the program related to participant development objectives will have been accomplished through following a safe constructive, organized and well-communicated plan of action involving the campers and mutual cooperation with other staff.

I have read, understand, and agree to the above job description.

Signature _____ Date ____/____/____