

Position: CIT Coordinator

Job Description 2021

Classifications: Seasonal Staff



Our Mission Statement:

Cultivating individual and collective growth in Christian Science through living, playing, and learning in a natural setting with a global family.

Qualifications:

- At least 21 yrs of age
- Actively practices Christian Science
- Emotional maturity and stability; good moral character and integrity
- Good decision making skills
- Enjoyment of outdoor living
- Love for children
- Member of The Mother Church
- Strong counseling skills
- Current Red Cross (or equivalent) CPR and First Aid certifications

Knowledge:

- ACA and camp standards and procedures (provided in staff manual)
- Counseling “best practices”
- How to lead children
- Teaching methods
- Leadership styles
- How to work with others from a variety of backgrounds
- Childcare
- Crystal Lake Camps’ 6 Guiding Principles and Practices (provided in staff manual)
- Effective program building and design
- How to foster creativity
- How to empower young adults
- How to facilitate discussions and conversations

Elemental Skills:

- Organization

- Taking Initiative
- Program improvement
- Managing, building, and maintaining relationships
- Communication
- Problem-solving
- Creativity
- Balancing working with people while also managing the administrative side of things
- Responsibility
- Reliability
- Evaluating effectiveness and impact
- Knowing how to effectively teach both hard and soft skills

Abilities:

- Ability to work on your own and with a team
- Discerning necessary support for each CIT and executing that support
- Ability to make fast but strategic decisions
- Creative problem-solving
- Flexibility
- Time management
- Can lead others by example
- Foster individual and collective growth in Christian Science
- Ability to set a high standard for CITs

Qualities:

- Flexibility
- Focused
- Supportive
- Approachable
- Responsible
- Reliable
- Joyful
- Enthusiastic
- Punctual
- Aware
- Willing

Responsibilities:

- Develop, plan and execute CIT course with Co-Coordinator to promote growth and leadership
- Monitor program effectiveness, lead program and participant evaluations
- Strategize and implement long-term systems for future success
- Train and oversee Counselors-in-Training throughout four weeks

- Problem-solve with the Head Staff team
- Prior to the summer, conduct phone interviews with all potential CITs.
- Set up communication with CITs prior to the summer.
- Plan the schedule for the CIT program in the spring.
- Help execute training sessions for counselors during Staff Training.
- During Session 1, duties are as follows (in this priority order):
 - Staff/Run First Session Adult/Family Camp
 - Train any late arriving counselors
 - Final preparations for CIT program
 - Assist Program Director with as-needed tasks
 - Assist Camp Director with as-needed tasks
 - Be in cabin training counselors as-needed.
 - Plan and run evening and all-day programs
- During Sessions 2 and 3, provide programming and support for all CITs based on the CLC counselor training materials.
- Ensure that all programs are:
 - Safe
 - Challenging
 - Fun
 - Conducive to growth in Christian Science
- Be a role model
- Do your best
- Carry out the camp purpose in the course of working with campers.
- Work closely with all counselors to guide camp in participation in group, unit, and camp-wide activities.
- Do metaphysical work for self and program group each day.
- Assist with and participate in camp-wide activities and evening programs.
- Lead a MAP
- Take charge of a table at meals in the dining hall.
- Instruct in-camp activities in accordance with camper's abilities.
- Take initiative in developing program activities.
- Advise, remind, and give reasons to campers and staff regarding safety requirements, concerns for other people's rights, and personal health.
- Be familiar with and conduct all program activities in accordance with the standards of the American Camping Association as outlined in the staff manual.
- Teach a Sunday School class
- All other duties assigned by the Camp Director