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