

# Position: CIT Coordinator

## Job Description



*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 – at least 2yrs experience as a cabin counselor
- 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
- Fostering individual and collective growth in Christian Science
- Ability to set a high standard for CITs in line with CLC's PQA, Vision, Mission, and Values

### **Responsibilities:**

- Develop, plan, and execute CIT course/schedule with Co-Coordinator and Head Counselor 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 five weeks
- Prior to the summer, conduct Zoom interviews with all potential CITs and set up communication with CITs prior to the summer.
- 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
- 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