

Camp Sweet Life Adventures, Inc.

Job Title: CIT/Counselor Coordinator

Position Overview

To ensure the health and safety of campers; to ensure that an enjoyable experience is provided for campers.

Essential Job Functions

- Evaluate CIT/counselor camp and pre-camp curriculum and enhance as needed
- Implement CIT/counselor camp curriculum during the camp session
- Implement pre-camp curriculum during pre-camp training
- Ensure that high leadership standards for program activities, camper health and safety are maintained.
- Supervise all CIT's/counselors during camp operations.
- Conduct supervisory and performance evaluations with CIT's/counselors.
- Conduct a daily meeting with CIT's/counselors to discuss topics to be determined by the Program Director.
- Report all incidents and accidents immediately to the Camp Director, and cooperate in the completion of required follow-up.
- Help CIT's/counselors understand their role as a CIT/counselor and insure that they are following all rules and regulations pertaining to their job description.
- Keep well documented notes on each CIT's/counselors performance and behavior.
- Check in daily with the counselors to discuss performance of the CIT.
- Recommend CIT's for hire the following camp year.
- Other duties as assigned.

Requirements

- At least 21 years of age.
- Awareness and/or knowledge of needs of growing children and ways in which informal education/recreational programs can fulfill those needs.
- Ability to supervise and work with children, adolescents and adults individually and in groups.
- Previous experience as a counselor, administrator, or supervisor in an organizational group is desirable.
- Good physical and mental health as evidenced by a physician's statement of the required health form.
- Demonstrated ability to supervise staff and campers.
- Demonstrated ability to plan, organize, and carry out daily and special camp programs.

Physical Demands

- Good Physical and mental health, neat, clean, and well groomed.
- No documented acute or chronic health conditions that may be affected by camp setting.
- Ability to live in a camp environment with rough terrain, exposure upon occasion to the outdoor elements, and to live in close proximity to colleagues day and night.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.