

# Camp Krem

## *Job Description*

**Job Title:** CIT Coordinator

**Reports to:** Program Directors

### **Position Purpose:**

The CIT Coordinator is directly responsible for the planning, pre- summer preparations, implementation, and supervision of the CIT (counselor-in-training) program. Throughout the summer the CIT Coordinator will supervise and support the CITs throughout their stay while volunteering at Camp Krem

### **Essential Job Functions:**

- Ensure that the individual applying is appropriate for the CIT program and assign them to one or more sessions of their choice (if space is available)
- Collect necessary paperwork before CIT arrival
- Plan appropriate volunteer program for high school students at Camp Krem
- Hold a pre-camp training session to acclimate the CITs to Camp Krem, the expectations of their volunteer experience, and the CIT Coordinator
- Directly supervise the CITs throughout their volunteer experience
- Respond quickly and appropriately to concerns and issues expressed by the CITs and/or their guardians before, during, and after their session
- Follow up with the CITs after their session is complete if necessary to complete paperwork, confirm hours, etc.
- Be a role model to CITs, campers and staff in your attitude and behavior

### **Other Job Duties:**

- Communicate and interact effectively with fellow staff members, administrative staff and campers, regardless of ability, race, creed, national origin, sexual identification or gender
- Abide by all camp policies and procedures
- Complete and submit all paperwork as required within designated time frames

### **Qualifications:**

- Be at least 18 years old
- Have enthusiasm and ability to work with children and adults with developmental disabilities in a rustic outdoor setting
- Be able to accept and respond to supervision and guidance
- Have current or be able to obtain First Aid and CPR certifications
- Be adaptable, enthusiastic, compassionate and possess good judgment
- Previous experience at Camp Krem strongly preferred

**Physical Aspects of the Job:**

- Able to lift 50 pounds
- Be comfortable living in small cabin groups/ tents with 5 to 6 children or adults who have developmental disabilities alongside 2 to 3 other staff members.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury).
- Possess strength and endurance required to maintain constant supervision of campers
- Physical ability to stand for long periods of time, bend, stoop, walk long distances and hike.
- Be willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, and with daily exposure to the sun, heat, and animals such as bugs.