



CIT & Trips Director

2024 DATES: June 11 - August 5 (includes training, summer camp, & time-off periods).

2024 POSITION SALARY: \$425 per week for 7 or 8 weeks.

Housing and Meals provided.

REPORTS TO: Camp Director

DIRECT REPORTS: Assigned Counselors

PRIMARY RESPONSIBILITY: To act as the camp's specialist in working with older campers by overseeing the design and delivery of the Counselor-in-Training program the first two weeks of camp, and overseeing the delivery of the trips program for the rest of the summer.

MINIMUM QUALIFICATIONS:

- Be at least 20 years of age
- Valid driver's license and willingness to drive camp vehicles
- Personal or professional experience with primitive camping and mountain hiking
- Wilderness First Aid and CPR certification or willingness to obtain
- At least two summers of day or overnight camp staff experience required
- Commitment to bringing the Camp Little Notch Mission to life

ESSENTIAL JOB RESPONSIBILITIES:

- Participate in the planning and conducting of pre-camp training, including training all staff on the CIT program.
- Plan, prepare and execute training curriculum for the CIT program to be delivered throughout their two-week session.
- Communicate with CIT parents as directed by the Camp Director, including via email, phone or on camp.
- Create all CITs schedules for their two-week session, including unit assignments and ensuring this information is communicated to all staff.
- Regularly assess the CITs' performances, observing them directly working with campers on a daily basis and providing spontaneous, age-appropriate feedback as needed.
- Conduct weekly evaluations of CITs; ensure evaluations include feedback from counselors working directly with the CITs.

- Troubleshoot any issues with CITs, including interpersonal conflicts, issues with staff, problems while CITs are in the units, etc.
- Ensure proper safety procedures are followed during the CIT program.
- Oversee the CITs off-site weekend trip between week one and week two of their session.
- Serve in a unit counselor capacity while CITs and trip campers are in the unit, including me time, mornings and evenings.
- Oversee trip campers on active off-site travel activities.
- Assist in the care of the camp facility and its equipment. Maintain organization of trip equipment and ensure equipment condition is evaluated weekly and removed from use as needed.
- Ensure that trip campers are properly prepared for off-site trips, including ensuring all equipment (including camp vehicle) is in working order before departing, campers are properly prepared with personal gear and gear is packed appropriate, food and group gear is ready and packed appropriately, and that all necessary forms and supplies are gathered before departing.
- Ability and willingness to utilize a personal cell phone off-site in the event of an emergency, including communicating any issues while off-site with camp as promptly as possible.
- Drive and direct campers in camp vehicles for all trip programs.
- Demonstrate and apply working knowledge of primitive camping and Leave No Trace camping techniques; direct and instruct the campers on application of these techniques on trips, when applicable.
- Utilize Wilderness First Aid and CPR as necessary.
- Supervise assigned staff members during trip programs, to include regular, spontaneous evaluation and feedback. Provide feedback to Camp Director to assist with mid-summer and summer's end performance appraisals.
- Act as a leader and role model to CITs and fellow staff members through the following means:
 - Enthusiastic participation in all camp programming
 - Excellent customer service skills
 - A professional demeanor and positive, upbeat disposition
 - A consistent willingness to help others
 - Communicating with fellow staff members in a way that is positive and encouraging

- Living the Values of Camp Little Notch
- Understand site specific emergency procedures and respond to on-site incidents and accidents and follow reporting procedures to Camp Director and/or Executive Director as required.
- Understand trip emergency procedures and respond to off-site incidents and accidents and follow reporting procedures to Camp Director and/or Executive Director as required.
- Understand American Camp Association and NY State Health Department regulations and how they apply to assigned daily responsibilities.
- Assist with weekly camp clean up between sessions, to include sweeping, mopping, sanitizing, trash pick-up, etc.
- Assist in other camp duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent verbal and written communication skills.
- Strong organizational skills including the ability to manage multiple projects and details simultaneously.
- Ability to work productively in a fast-paced environment.
- Skills in program/lesson planning and implementation, such as: time management, creativity, flexibility, enthusiasm, interpersonal prowess, patience, and public speaking.

PHYSICAL ASPECTS OF THE POSITION:

- Ability to endure standing for long hours and perform activities such as running, bending, stooping, and stretching.
- Ability to traverse varying terrain while moving between activities.
- Ability to operate with daily exposure to the sun, heat, and varying environmental conditions.
- Endurance to meet emergency needs.
- Ability (and willingness) to live in a communal camp setting with adults and children while working irregular hours.

I acknowledge that I have read and understand this job description and have received a copy for my records.

Employee Name:		Date:	
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