



## **Camp Albemarle Counselor in Training (CIT) Job Description**

**Reports to:** Staff Growth Coordinator and Director of Summer Camp Ministries

### **Purpose of Position:**

Counselors in Training (CIT) are volunteers who assist in all areas of summer camp. This program is a leadership training opportunity designed to assist the summer camp ministry. CITs are asked to make a commitment to serve at a two-week session. During the first week, CITs will go through training sessions to introduce basic staff training skills. These skills include belaying, sailing, setting up programs, camper care and how to be a camp counselor. The second week, CITs will be placed in a cabin to shadow a counselor and assist with any family group/cabin needs. CIT volunteers are in charge of overseeing group games, camp-wide activities, hikes, campfire songs, devotions and more.

### **Qualifications:**

1. Must be a high school rising 11<sup>th</sup> to 12<sup>th</sup> grade or age equivalent.
2. Completion of Camp Albemarle's LIT program preferred.
3. Must have the ability to interact with all age levels.
4. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
5. Enjoyment and appreciation of the outdoors.
6. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
7. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

### **Responsibilities:**

1. Attend training and weekly staff meetings when serving.
2. Lead campers in scheduled CIT-facilitated camp activities.
3. Help lead and participate in group devotion times, activity discussions, and praise and worship.
4. Help manage camper behavior.
5. Practice and enforce all camp safety regulations and emergency procedures.
6. Participate in and lead "all-camp" and large group activities.
7. Abide by all camp policies.
8. Assist campers and staff when assigned to a family group.
9. Perform all other duties and roles assigned by the Staff Growth Coordinator and Director of Summer Camp Ministries.



### **Specific Responsibilities:**

1. Attend training and weekly staff meetings when serving.
  - a. CITs MUST attend the week long training prior to shadowing staff for the summer.
  - b. Staff meetings take place every Friday, as soon as campers depart and camp is cleaned, and on Sunday at 12:30 pm, before campers check-in. CITs must be present and on time to all meetings.
2. Lead campers in scheduled CIT-facilitated camp activities.
  - a. Always be on time and be prepared to lead activities before family groups arrive.
  - b. Participate with and guide family groups and day campers in morning, afternoon, and evening activities as assigned.
  - c. Lead interest groups alongside a senior staff member.
3. Help lead and participate in group devotion times, activity discussions, and praise and worship.
  - a. Be present and on time for morning watch.
  - b. Plan and lead group devotions as assigned by the cabin counselor.
  - c. Take time to discuss activities in relation to campers Christian walk.
  - d. Actively participate in praise and worship at vespers.
4. Help manage camper behavior.
  - a. Use age appropriate techniques to manage unacceptable camper behavior, consulting with superiors if necessary.
  - b. Camp Albemarle does not tolerate bullying. Be proactive in keeping group interaction positive.
5. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group control at specialized group activities so that support staff can focus on safety.
  - b. Refer to staff manual to ensure all safety regulations and emergency procedures are being followed.
6. Participate in camp-wide activities and in setup and take down of activities.
  - a. Evening activities include: Sunday formal swim, Sunday and Thursday vespers, Thursday dances and carnivals, etc.
  - b. Be present and on time for daily activities including morning watch, meals, h-hour (rest hour), etc.
  - c. Provide support in setting up and tearing down camp-wide activities.
7. Abide by all camp policies and covenant agreement.
  - a. Camp policies are discussed in detail during the CIT training week. All staff and volunteers are to abide by these policies.
  - b. The covenant agreement is a signed agreement stating your willingness to adhere to Camp Albemarle's policies.



8. Assist campers and staff when assigned to a family group. This role is referred to as “3<sup>rd</sup> in a group”.
  - a. As 3<sup>rd</sup> in a group, duties include: attend all group scheduled activities, eat all meals with family group, assist campers in camp chores, and assist counselors in preparing activities.
9. Perform all other duties and roles assigned by the Staff Growth Coordinator and Director of Summer Camp Ministries.
  - a. CIT roles change on a daily and weekly basis. Be flexible!