



## **Camp Albemarle Leaders in Training (LIT) Coordinator Job Description**

**Reports to:** Director of Summer Camp Ministries

### **Purpose of Position:**

Under the direction of the Director of Summer Camp Ministries and consistent with the Christian mission of Camp Albemarle and in cooperation with other summer staff, the LIT Coordinator will provide care for our Leaders in Training. He/She will also be responsible for the operational aspects of the LIT Program, including: Supervising LITs, leading training sessions, demonstrating and teaching aspects of Christian leader, activity facilitation, obtaining and coordinating volunteer opportunities, providing care and safety while hiking along the Mountains to Sea Trail (Neusiok Section), and assisting with and supervising the cleaning of camp. This position works with the Director of Summer Camp Ministries to ensure a strong staff team and successful parent and camper experience.

### **Qualifications:**

1. Minimum 21 years of age.
2. Must be or be able to become certified in first aid and CPR (Wilderness First Aid or higher level of outdoor medical training preferred).
3. Enrollment at a 4-year college majoring in Camping, Recreation, Religion, Education, or a related field preferred.
4. At least 2 years of prior organized backcountry camping experience preferred.
5. Must have the ability to interact with all age levels.
6. Ability to create and work within a Christian environment so that each camper has the opportunity for spiritual growth.
7. Enjoyment and appreciation of the outdoors
8. Strong interpersonal skills to be able to communicate in a positive manner with campers and staff.
9. Interest in children and significant evidence of emotional maturity, good moral character, judgement, integrity, and leadership capability.

### **Responsibilities:**

1. Attend trainings and weekly staff meetings.
2. Work with the Director of Summer Camp Ministries to create a quality summer camp program.
3. Daily supervision of and interaction with LIT campers.
4. Implement a solid LIT program which includes provisions for safe program opportunities and camper age and ability differences.
5. Facilitate proper group behavior in vehicles.



6. Exhibit exemplary personal habits, health, dress, speech, table etiquette and relationships with other staff.
7. Actively integrate opportunities for character development & growth into daily programs.
8. Manage camper behavior
9. Abide by all camp policies and covenant agreement.
10. Ensure proper documentation is maintained for all risk management situations.
11. Practice and enforce all camp safety regulations and emergency procedures.
12. Responsible for the health and well-being of self and campers.
13. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or Admin Staff.

### **Specific Duties:**

1. Attend trainings and weekly staff meetings.
  - a. The LIT Coordinator must attend a spring planning weekend and the two-week staff training prior to serving 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. LITs will remain on site but do not go to these meetings, therefore you may not be able to attend the meetings. Any information during the meeting that pertains to the LIT Coordinator will be passed along to you promptly.
  - c. In-service trainings take place throughout the summer. The LIT Coordinator is required to attend all in-service trainings that pertain to his/her summer role.
2. Work with the Director of Summer Camp Ministries to create a quality summer camp program.
  - a. During the first week of camp, LIT Coordinator is responsible for working with his/her Co-coordinator to create a curriculum and schedule of activities that encourages the campers to develop leadership skills through the use of Christ as a leadership model.
  - b. During the second week of camp, LIT Coordinators are to contact and set up off-site service opportunities for campers to attend and work. As Christ was a servant who came for us, so we are to be an example and provide service to others.
  - c. During the third week, LIT Coordinators are responsible for creating an itinerary for the Neusiok Trail and Shackleford Banks trips as well as weekend campouts at Sam Hatcher to prepare campers for their trips.
  - d. LIT Coordinators are responsible for equipment use and care during ALL trips.
3. Daily care and guidance for LIT campers.
  - a. LIT Coordinators are to lead their campers by example using Christ as their leadership model on a daily basis.
4. Implement a solid LIT program which includes provisions for safe program opportunities and camper age and ability differences.
  - a. LIT Coordinators are responsible for creating the meal plans for Backcountry and campout sessions.



- b. LIT Coordinators should assess and respond to each camper's physical, emotional and spiritual capabilities and needs and help nurture and develop these needs and skills.
5. Facilitate proper group behavior in vehicles.
  - a. LIT Coordinators are to provide a safe and appropriate environment during all vehicle rides, including directing conversations away from any inappropriate talk/behavior when necessary.
6. Exhibit exemplary personal habits, health, dress, speech, table etiquette and relationships with other staff.
  - a. As Leaders at camp, LIT Coordinators are to use Christ as an example to the LITs in everyday events and activities.
  - b. Provide comfort to parents and campers who may feel hesitant or nervous on check-in day.
7. Actively integrate opportunities for character development & growth into daily programs.
  - a. Use the challenge course and breakout sessions to help campers grow.
  - b. Provide high-quality debriefs for campers to explore their personal development.
8. Manage camper behavior
  - a. Use age-appropriate techniques to manage unacceptable camper behavior, consulting with the Director of Summer Camp Ministries when necessary.
  - b. Camp Albemarle does not tolerate bullying. Be proactive in keeping group interaction positive.
9. Abide by all camp policies and covenant agreement.
  - a. Camp policies are sent out prior to staff training and discussed in detail during staff training. 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's policies.
10. Ensure proper documentation is maintained for all risk management situations.
  - a. Make sure Health forms for campers and Staff who attend trips are on hand on all off-site trips.
  - b. Fill out Accident/incident forms for every incident to keep track of all medical and health events. All health forms must be turned in to the Health Official every Friday and at the end of sessions.
11. Practice and enforce all camp safety regulations and emergency procedures.
  - a. Maintain group/staff control at specialized group activities so that other support staff can focus on safety.
  - b. Refer to the staff manual to be sure all safety regulations and emergency procedures are being followed.
12. Responsible for the health and well-being of self and campers.
  - a. The Program Coordinator is responsible for meeting your own personal health and hygiene needs, including taking prescribed medications. You are also responsible for communicating with the Director of summer camp ministries when you need breaks.



- b. When working with family groups, help escort campers to the nurse to treat injuries/illnesses outside of your level of care or training.
  - c. All staff are responsible for assessing and caring for camper mental health needs within their level of training.
13. Perform all other duties and roles assigned by the Director of Summer Camp Ministries or Administrative Staff.
- a. Be flexible-staff roles change on a daily and weekly basis.

### **Relationships:**

The LIT Coordinators have regular interactions with the summer leadership team, counselors, administrative and maintenance staff. It is helpful to identify the expectations of those relationships and communicate effectively with these groups of staff members.

### **Equipment Used:**

The LIT Coordinator may be asked to use washers and dryers, dishwashers, and program equipment. They may be asked to drive camp vehicles.

### **Knowledge, Skills, and Abilities:**

1. Understand the development needs of young people.
2. Possess the ability to relate to youth and adults in a positive manner.
3. Demonstrate knowledge and skill in program areas and designated camp program areas.

### **Physical & Interpersonal Aspects of the Job:**

1. Ability to communicate and work with groups participating and provide necessary instruction to campers and staff.
2. Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
3. Ability to observe staff behavior, assess appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
4. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
5. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements could be: endurance, including prolonged standing, some bending, stooping, walking long distances, hiking, climbing, and stretching; requires eye-hand coordination and manual dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper activities/programs and the ability to lift up to 50 pounds; 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, snakes, and such.