



Camp Albemarle Leaders in Training (LIT) Coordinator Job Description

Direct Supervisor: Staff Growth Coordinator

Other Supervisors: Leadership Team and the Director of Summer Camp Ministries

Purpose of Position:

Join the adventure at Camp Albemarle! As the LIT Coordinator, you'll play a key role in shaping the next generation of leaders. In this position you'll have the opportunity to combine fun and purpose while bringing our mission to life.

This position is all about making an impact: you'll guide our LITs through hands-on leadership training, teach them what it means to be a Christian leader, and help them grow in their faith and skills. From leading training sessions and supervising LITs to organizing exciting volunteer opportunities, you'll help create unforgettable experiences.

You'll also get to embrace the great outdoors, leading hikes through Croatan National Forest, and camping on local islands. Safety will be your top priority, but you'll also inspire LITs to love nature and push beyond their comfort zones.

If you're ready to mentor young leaders, enjoy the great outdoors, and make a lasting impact, this is the job for you!

Qualifications:

1. Must be 19 years of age or older.
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. Must pass a pre-employment drug test and be subject to random drug tests throughout employment.
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.
10. Must be able to pass a background check.

Responsibilities:



1. Attend trainings and weekly staff meetings (when available).
2. Daily supervision of and interaction with LIT campers.
3. Implement a solid LIT program which includes provisions for safe program opportunities and camper age and ability differences.
4. Facilitate proper group behavior in vehicles.
5. Exhibit exemplary personal habits, health, dress, speech, table etiquette and relationships with other staff.
6. Actively integrate opportunities for character development & growth into daily programs.
7. Abide by all camp policies and covenant agreement.
8. Plans, leads, and implements camp programs for children.
9. Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants.
10. Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being.
11. Maintains a schedule and budget.
12. Facilitates activities for daily activities.
13. Organizes and leads various small and large group activities.
14. Ensures the cleanliness of the site.
15. Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance.
16. Knows and understands all emergency procedures associated with the camp program.
17. Records and tracks camper's dietary restrictions/allergies and ensures that the meals/snacks are distributed to them.
18. Mediates any campers' disputes.
19. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times.
20. Maintains constant surveillance of the pool/body of water areas.
21. Perform all other duties and roles assigned by the Staff Growth Coordinator, Other Leadership Team, and the Director of Summer Camp Ministries.

Specific Duties:

1. **Attend trainings and weekly staff meetings (when available):**
 - Participate actively in discussions, bringing forward insights and feedback.
 - Take notes to implement training guidelines into the LIT program effectively.
2. **Daily supervision of and interaction with LIT campers:**
 - Ensure a safe and positive environment through consistent engagement.
 - Provide mentorship and guidance to help LITs navigate challenges and personal growth.
3. **Implement a solid LIT program which includes provisions for safe program opportunities and camper age and ability differences:**
 - Design program activities that challenge LITs while accommodating varying skill levels.
 - Monitor program safety, conducting risk assessments for all activities.
4. **Facilitate proper group behavior in vehicles:**



- Set clear expectations for behavior before each trip and reinforce them consistently.
- Maintain a calm and controlled environment, ensuring safe transportation.
- 5. **Exhibit exemplary personal habits, health, dress, speech, table etiquette, and relationships with other staff:**
 - Model respectful communication, positive attitude, and good manners.
 - Follow camp dress code and encourage LITs to do the same.
- 6. **Actively integrate opportunities for character development & growth into daily programs:**
 - Incorporate discussions and activities focused on Christian values and leadership.
 - Offer personalized feedback to help LITs reflect on their experiences.
- 7. **Abide by all camp policies and covenant agreement:**
 - Uphold all camp rules, leading by example for both campers and fellow staff.
 - Address any policy breaches quickly and appropriately, maintaining a positive culture.
- 8. **Plans, leads, and implements camp programs for children:**
 - Develop engaging and age-appropriate activities for different groups.
 - Adjust plans as needed to accommodate weather or other changing conditions.
- 9. **Provides high-quality educational and recreational opportunities and enjoyable experiences for camp participants:**
 - Facilitate fun, hands-on learning experiences that promote growth and faith.
 - Ensure every activity includes an element of learning or character-building.
- 10. **Supervises campers and ensures their safety, development, growth, skill achievement, and general well-being:**
 - Conduct regular headcounts and maintain awareness of each camper's whereabouts.
 - Monitor for signs of emotional or physical distress, providing support as needed.
- 11. **Maintains a schedule and budget:**
 - Track expenses to ensure they stay within the allocated budget.
 - Keep daily schedules flexible enough to accommodate unexpected changes.
- 12. **Facilitates activities for daily activities:**
 - Prepare materials and equipment before activities begin.
 - Explain rules and objectives clearly, making sure all participants understand.
- 13. **Organizes and leads various small and large group activities:**
 - Create team-building exercises that encourage collaboration and leadership.
 - Adapt activities to suit group dynamics, energy levels, and interests.
- 14. **Ensures the cleanliness of the site:**
 - Conduct daily inspections of activity areas and living spaces.
 - Encourage LITs to take pride in keeping the camp clean and organized.
- 15. **Assists in maintaining accurate program records, including incident reports, logbook documentation, and daily attendance:**



- Submit timely and detailed reports on any incidents or injuries.
 - Keep track of daily attendance and other important documentation.
- 16. Knows and understands all emergency procedures associated with the camp program:**
- Participate in regular safety drills and ensure LITs know their roles during emergencies.
 - Be familiar with first-aid procedures and emergency contacts.
- 17. Records and tracks campers' dietary restrictions/allergies and ensures that the meals/snacks are distributed to them:**
- Communicate any special dietary needs to the kitchen staff clearly.
 - Double-check meals and snacks before distribution to ensure they meet each LIT's requirements.
- 18. Mediates any campers' disputes:**
- Use conflict resolution techniques to de-escalate disagreements.
 - Guide LITs in resolving conflicts in a Christ-centered, constructive manner.
- 19. Knows, enforces, and follows all camp safety regulations and emergency procedures, including knowing the whereabouts of your campers at all times:**
- Conduct headcounts regularly, especially during transitions between activities.
 - Be vigilant about safety protocols, ensuring all LITs adhere to the rules.
- 20. Maintains constant surveillance of the pool/body of water areas:**
- Ensure all water safety rules are followed and assist lifeguards when necessary.
 - Monitor for any signs of distress and respond immediately if needed.
- 21. Perform all other duties and roles assigned by the Staff Growth Coordinator, Other Leadership Team, and the Director of Summer Camp Ministries:**
- Be flexible and willing to take on new tasks or adapt to changing circumstances.
 - Support fellow staff members in creating a successful and meaningful camp experience.

Benefits:

1. Personal and Spiritual Growth

Working at Camp Albemarle provides opportunities to grow in faith, character, and leadership. Staff members are challenged to deepen their relationship with Christ and learn how to live out your faith daily.

2. Leadership and Job Skills

Staff members gain valuable skills such as communication, problem-solving, teamwork, and conflict resolution. These experiences help build a strong work ethic and boost resumes for future careers.

3. Mentorship and Lifelong Friendships

Camp offers a unique community where staff form close bonds with each other and with campers. Mentorship from camp leaders and lifelong friendships are some of the most cherished takeaways.

4. Making a Lasting Impact



Staff members get the chance to make a real difference in campers' lives by sharing God's love, encouraging others, and creating unforgettable memories.

5. Fun and Adventure

Camp life is full of exciting activities like sailing, climbing, archery, and other outdoor adventures, allowing staff to enjoy the beauty of God's creation while working.

6. Room and Board Provided

For summer staff, housing and meals are covered, allowing you to focus on camp's ministry without worrying about living expenses.

7. Pay

While working at camp isn't just about the money, staff do receive pay, helping support you financially while you serve.

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.