

Job Title:	Counselor in Training (CIT) Coordinator	Reports To:	Camp Director
Department:	Outdoor	Travel Required:	Minimal
Location:	Camp Linden- Linden, MI Camp Merrie Woode- Plainwell, MI	Status:	Seasonal
Salary:	\$70 per day (position requires a 6-day workweek)	Date Posted:	February 14, 2019

To apply please include a cover letter, resume, or employment application. Applications accepted by:

Subject Line: CIT Coordinator- Preferred location
Email: camplinden@gshom.org or campmerriewoode@gshom.org
Website: <https://www.gshom.org/en/our-council/careeers.html>
Fax: (269)492-1439

MAIL: HR – OUTDOOR DEPARTMENT
 Girl Scouts Heart of Michigan
 Subject Line: Unit Leader –
 601 W Maple
 Kalamazoo, MI 49008

Job Description

POSITION SUMMARY/OBJECTIVE

The Unit Leader serves as the mentor for girls in the Counselor in Training (CIT) program as well as Junior Counselors. This position will assist in the planning and implementation of the CIT curriculum. They will facilitate training sessions for CIT's that will teach them the skills necessary to become a Camp Counselor. This position will also mentor Junior Counselors which includes assisting the Camp Director with the interview and scheduling process.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Facilitate girl-led planning sessions for the week to create schedules that achieve the mission of the program and the goals of the campers.
- Apply basic youth development principles to empower girls, embrace diversity, aid in competency development, and build connections.
- Supervise campers during both structured and unstructured times.
- Facilitate program areas such as arts and crafts, nature hikes, geocaching, science, drama, etc.
- Assist in program areas where a coordinator is leading the activity.
- Adapt activities as necessary to create a progression based on the needs and experience of the participants.
- Create consistency for larger units that might be split in location.
- Be a mentor and example to Counselors on working with youth in the outdoors.
- Plan and facilitate the Counselor in Training I and II programs.
 - Facilitate education and skill development for Counselors in Training (CITs)
 - Provide CITs with positive feedback and areas for improvement when working with girls.
 - Evaluate competency at the end of training and readiness to become Junior Counselor
 - Provide Counselors with guidance for incorporating Junior Counselors into their unit.
- Maintain high standards of health and safety in all activities for campers and staff.
- Provide the daily care of each camper within your supervision including recognition of their physical, emotional, and psychological needs.
- Be alert to campers and staff needs and assist them with personal and/or health problems, and discuss with camp Health Officer and/or resident camp director when appropriate.
- Assist in the management and care of the camp and its facilities. Perform maintenance as trained and able; report repairs or maintenance needed promptly to the Camp Director.
- Be a role model to campers and staff in your attitude, behavior and following of camp procedures.
- Follow and uphold all risk management procedures at activities, including high adventure areas such as the waterfront and archery range.
- Deliver First Aid/CPR and follow camp emergency procedures as needed
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.

- Other duties as assigned.

QUALIFICATIONS/EDUCATION

- 21 years or older preferred
- Ability to interact with all age levels.
- Previous experience facilitating youth leadership programs preferred.
- Previous experience with overnight camp or children preferred.
- Must be willing to become a member of Girl Scouts.
- Must be able to pass State and National background check.
- Knowledge of the Girl Scout program preferred.

COMPETENCIES

- Conflict Management
- Behavior Management
- Teamwork Orientation
- Youth Development
- Activity Instruction
- Patience

WORK ENVIRONMENT

Operates in a professional camp environment and will live on site, in units with campers. This role occasionally uses standard office equipment such as computers and phones. Ability and willingness to work in various activity areas within camp (archery, campfire, waterfront, hiking, etc.) in all types of weather from rain, snow, extreme heat and cold. Must be able to move around the camp property to assist campers in their activities. Will spend majority of hours each day standing and interacting with children.

WORK SCHEDULE

- Position requires flexibility with schedule, typical schedule is Sunday through Friday
- Position requires living on site and working evenings.

SUPERVISORY RESPONSIBILITY

This position supervises a CIT assistant.

COMPENSATION

- Room and board
- \$70 per day (position requires a 6-day workweek)

LOCATION EMPLOYMENT DATES

June 14th through August 26th, 2019, additional dates as determined by Camp Director

EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.



Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____