



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

McGaw YMCA In Evanston Camp Echo Job Description

TITLE: CIT Director
REPORTS TO: On-Site Teen Director
SUPERVISES: None

SPECIFIC DUTIES

- Responsible for the education, leadership, safety, and well-being of the CITs.
- Plans and implements the Counselor-In-Training program.
 - Assigns CITs to camper cabins. Follows up with counselors on a regular basis.
 - Assigns CITs to activity areas. Follows up with area heads on a regular basis.
 - Conducts feedback sessions with the group daily (usually during Camptivities)
 - With the Experiential Learning Coordinator, trains CITs in team-building philosophy and practice.
 - Writes an evaluation of each CIT for Camp Echo internal purposes and shares it with the CIT.
- Assists with the Leader-In-Training program.
- Leads off-camp social or recreational excursions for the CITs each session.
 - Verifies that emergency and check-in procedures are in place.
 - Checks out van keys and credit card from the Operations Manager.
 - Follows all applicable state laws and speed limits when driving camp vans.
 - After the trip, checks in van keys with the Operations Manager and the van with the Property Manager.
- Lives in Staff Village and helps provide late evening guidance and supervision for staff and teens.
- Reports maintenance needs to the Property Manager.
- Responsible for creating or updating a program notebook on the CIT Program.

ADDITIONAL DUTIES

- Attends vehicle safety sessions with the Property Manager prior to driving any camp vehicle
- Shares, with other Teen Camp Staff, the job of picking up and dropping off of rented vans
- Maintains the cleanliness of the living space to which he or she is assigned.
- Plans and coordinates with other staff evening programs and Olympics
- Models, teaches, and upholds the Camp Echo Code of Conduct and protects the well-being of all campers.
- Shares responsibility of staffing layovers with other staff members
- Maintains positive relationships with campers, parents and other staff
- Encourages physical, emotional and spiritual growth and positive character development in all campers
- Works to increase his or her own cultural competence and helps to create an environment that values diversity
- Prepared to do anything else deemed necessary by the Camp Director.

QUALIFICATIONS

- Age 21 or older
- Certified in CPR, First Aid, and Lifeguard
- Valid drivers license
- Leadership ability and teamwork oriented
- Possess a variety of skills and camping experience
- A commitment to working with a diverse staff and camper population for the fulfillment of YMCA goals