



## Camp Tanasi Job Description

Job Title: **Counselor-In-Training (CIT) Specialist**  
Classification: **Exempt**  
Reports to: *CIT Coordinator*

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

### Position Purpose:

Assist in carrying out a leadership development curriculum for 13-15 year old high school age campers. Provide a job skills training program, supervise a mentoring aspect and role model expected behavior of a counselor.

### Essential Job Functions:

1. To identify and meet Counselor-in-Training (C.I.T.'s) campers needs
  - ♦ Recognize the likes and dislikes of each camper in your cabin.
  - ♦ Recognize and respond to opportunities for problem solving in the group.
  - ♦ Develop opportunities for interaction between campers and staff.
  - ♦ Provide opportunities for the group so that each individual experiences success during camp.
  - ♦ Provide opportunities for the group to establish a sense of community within the cabin and the camp.
  - ♦ Advocate for C.I.T.'s among staff to ensure a quality youth development program.
  - ♦ For C.I.T. I's, provide a skills training process so they can gain the skills needed to assist/lead program areas.
  - ♦ For C.I.T. II's, provide support and coordinate assignments with the Program Director.
2. To carry out camp programs and activities.
  - ♦ Develop and enact cabin activity plans with appropriate staff and with campers.
  - ♦ Instruct campers in emergency procedures such as fire drills, evacuating cabin, and campsite emergencies.
  - ♦ Carry out established roles for supervising campers' health.
  - ♦ Carry out established roles for enforcing camp safety regulations.
  - ♦ Assign and supervise the C.I.T. leadership assignments. Coordinate with other program and support areas of camp as needed.
  - ♦ Facilitate campers' plans for any day trips or overnights out of camp, if desired.
  - ♦ Guide cabin and individual campers in participating successfully in all aspects of camp activities.
  - ♦ Teach or lead activities as scheduled or at director's request.
  - ♦ Work over the weekends of June 22-24 and July 13-15 as the CIT's spend the weekend at camp.
3. To fulfill other staff administrative roles
  - ♦ Actively participate in staff training, meetings, and supervisory conferences.
  - ♦ Set a good example for campers and others, including cleanliness, punctuality, sharing clean-up chores, sportsmanship and table manners.

- ♦ Follow all camp rules and regulations pertaining to smoking, use of alcoholic beverages and use of drugs.
- ♦ Encourage respect for personal property, camp equipment, and facilities.
- ♦ Manage personal time off in accordance with camp policy.
- ♦ Maintain good public relations with campers' parents and visiting public.
- ♦ Submit all required reports, evaluations and postcards on time.
- ♦ These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

#### Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- ♦ Assist in the planning of any special events.
- ♦ Work Saturday, June 23 during the summer camp season to assist with a council-wide special event.

#### Relationships:

The CIT specialists are mentored and supervised by the CIT manager. The CIT specialists may work with other camp specialists to assist in teaching the campers specific skills.

#### Equipment Used:

It is up to the CIT Manager and the CIT specialists to determine the equipment needs of the session. A budget will be provided.

#### Qualifications (Minimum qualifications and experience)

- ♦ At least 18 years of age.
- ♦ Current certification in first aid and CPR.
- ♦ Must submit health history record and examination form prior to first day of work.
- ♦ Ability to interact with all age levels.

#### Knowledge, Skills, and Abilities:

- ♦ Understand the development needs of youth.
- ♦ Ability to relate to youth and adults in a positive manner.
- ♦ Demonstrate knowledge and skill in program areas designated camp program areas.

#### Physical Aspects of the Job:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

*Some physical requirements of this position 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 lbs; 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, bats, etc.*

Drug Testing is required.