



## **YMCA Camp Bernie** **Summer Camp Job Description**

**Job Title:** Overnight Assistant Coordinator/CIT Unit Leader

**Reports To:** Summer Camp Coordinator

**Position Purpose:** The CIT Unit Leader furthers the mission of YMCA Camp Bernie through the planning and delivery of a comprehensive program intended to develop 15 and 16 year olds into leaders and future camp counselors, dedicated to the core values and mission of the YMCA.

### **Essential Job Functions:**

**1:** Plan, Direct and Supervise a 4 week program to train and develop counselors and leaders in training.

- a. CIT Unit Leader will generate a framework and curriculum for CIT Counselors to follow with the program participants, emphasizing leadership and service learning skills.
- b. CIT Unit Leader will monitor program participants and provide regular and consistent constructive feedback.
- c. CIT Unit Leader will act as a liaison and advocate between staff members and program participants.
- d. Complete required documentation and evaluations of program participants.

**2:** Ensure health, safety and well-being of program participants.

- a. Develop programming in accordance with camp policy.
- b. Model and demonstrate proper work ethic, care for equipment, attention to detail, etc.
- c. Be an approachable, consistent mentor and role model for CITs.

### **Other Job Duties:**

- a. Contribute to verbal and written evaluations and communications as requested by Executive Director, Senior Program Director, and/or Summer Camp Coordinator.
- b. Participate enthusiastically in camp activities and be an engaged member of the Camp community.
- c. Participate as a member of the staff team to deliver and supervise evening programs, special events, overnights, and other all camp activities and camp functions.
- d. Attend meetings as requested by Summer Camp Coordinator, Senior Program Director and/or Executive Director.

- e. Any and all other added responsibilities as requested by Summer Camp Coordinator, Senior Program Director and/or Executive Director.

**Qualifications:**

- a. Must be at least 21 years of age.
- b. Must have previous camp experience, and superior leadership abilities.

**Physical Aspects of the Job:**

- a. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- b. Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in the event of an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Note:

*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 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. dexterity to manipulate outdoor equipment and camp activities; requires normal range of hearing*