

# THE SOUTH MOUNTAIN YMCA CAMPS

## CAMP CONRAD WEISER



### COUNSELOR-IN-TRAINING COORDINATOR JOB DESCRIPTION

Reports to: Overnight Director and Assistant Director

#### General Description

Coordinators will work with a co-leader of the opposite sex to supervise and care for Counselor-in-Training (CIT) and Leader-in-Training (LIT) participants in loco parentis. Coordinators must work well in a remote setting, away from South Mountain YMCA resources and guidance. The ability to foresee and prevent potential hazards and camper issues is crucial to leading a successful program. Both programs are designed to be intensive leadership training experiences with a strong emphasis on group dynamics and working successfully as a team member. It is up to the coordinator to facilitate these experiences and to guide the participants along the way. Strong teaching skills is an absolute must for all coordinators. This position oversees participants' role creation of each experience, evaluation of participants and ensures that each person remains safe throughout the program. Facilitating a participant's experience to be positive and insightful as well is crucial to this position. The successful candidate truly enjoys working with children of various Camp Conrad Weiser programs.

#### Qualifications

- Prefer 21 years of age or older.
- Possessing a valid U.S. driver's license for the length of the position is highly desirable.
- Able to work well with a team of others and a co-leader on a one-to-one basis.
- Possess good communication skills.
- Experience working with kids ages 16 and 17 in an outdoor setting, or strong desire to gain experience in such an environment.
- Able to work long hours in high stress conditions.
- Able to be flexible to sudden changes in schedule, staff, and campers.
- Present a strong, positive model for campers and fellow staff members.
- Outstanding customer service skills, safety consciousness, group facilitation skills, and logistical and outdoor planning experience are a must.
- Ability to develop positive relationships with campers and staff
- Possess excellent communication skills and group facilitation skills
- Be a strong leader and work well with a team of others
- Strong organizational skills required.

#### Responsibilities

- Always ensure safety of all participants.
- Supervise campers in loco parentis from the time the first camper arrives at South Mountain to the time the last camper leaves South Mountain programs.
- Create a safe and fun environment for campers participating in CIT or LIT programs.
- Maintain a friendly, cooperative, and professional relationship with fellow staff and Directors.

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### COUNSELOR-IN-TRAINING COORDINATOR - JOB DESCRIPTION CONTINUED

- Complete and submit all required documentation including, but not limited to, trip logs, accident reports, spending reports, and vehicle logs in a timely manner.
- Correctly teach skills needed to successfully become future childcare staff and/or become future support staff and duties outlined by the Camp Director.
- Process experiences with campers and encourage group dynamics to create positive outcomes in activities and social settings
- Plan, implement and evaluate the In-Training off site trip and overall program.
- Teach and train CITs & LITs to be future Camp Conrad Weiser Counselors and encourage growth of leadership skills and personal development, including outdoor living skills.
- Inventory and maintain equipment. This includes, but is not limited to, cleaning equipment in a timely fashion, returning equipment within a reasonable time after use, and reporting/fixing broken gear.
- Organize final logistics for CIT or LIT programs, including, but not limited to, food and gear preparation.
- Finalize all logistics for each program and ensure that each program has adequate, correct safety, and general gear.
- Be an active member of a small community, including, but not limited to, giving your opinion in an appropriate manner, taking on delegated responsibilities and helping to maintain the physical, emotional, and mental health of each team member.
- Ensure that South Mountain YMCA achieves the highest standard and meets the mission and goals of both the Summer Camp Department and South Mountain YMCA, as well as expectations of customers.
- Attend staff meetings.
- Offer help and assist with any other duties as assigned for the success of Camp Conrad Weiser.
- Embrace the YMCA's core values of Respect, Responsibility, Caring, & Honesty.
- Child abuse risk management.
- Program monitoring for Quality and Safety.

***I .....HEREBY ACKNOWLEDGE MY ROLE AS COUNSELOR-IN-TRAINING COORDINATOR AND AGREE TO PERFORM MY DUTIES TO THE HIGHEST STANDARD.***

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SIGNATURE

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DATE