

## CIT Director

**Summary:** The CIT Director manages and leads the Camp Greenway Counselor-in-Training (CIT) program to foster leadership for rising 10<sup>th</sup> graders. The CIT Director is responsible for developing and facilitating camp and leadership curricula for registered CITs. This position works closely with the Camp Director, Assistant Camp Director, and Division Leaders to place CITs into camp groups and to evaluate CITs for potential hiring in the future. The CIT Director is critical to developing the next generation of camp staff and must have an understanding of camping.

**Commitment:** This is a seasonal, summer position which includes 4 weeks of camp program management, one week of staff training, and 20 hours of pre-season work. All staff must attend staff training.

**Minimum Requirements:** Bachelor's Degree (or equivalent experience) required; leadership experience working with high school aged children required. This position is exempt and may work more than 40 hours a week.

**Reports To:** Assistant Camp Director, Camp Director

### **Specific Responsibilities:**

- Works collaboratively to develop and plan the CIT program; serves as the lead facilitator during summer weeks.
- Sets goals and benchmarks for the program; creates and implements CIT coaching plan, including routinely providing formal and informal feedback and evaluations to CITs.
- Coordinates with Division Leaders, Assistant Camp Director, and Camp Director on CIT group placement.
- Supervises CITs when they are working in group or activity areas.
- Answer camp phone and email as needed.
- Assists with groups, campers, and counselors as needed.
- Handles minor daily behavior issues with campers. Appropriately shares issues with the Leadership and Administrative teams.
- Provides end-of-season feedback to Director of Summer Programs.
- Assists in the facilitation and development of staff training.

### **Other Duties:**

- Completes First Aid and CPR training as part of Madeira Camps training.
- Attends all staff training, morning meetings, weekly leadership meetings, and clean up days.
- Assists with morning drop off and afternoon pick up.

- Abides by the policies and procedures of the Madeira School as outlined in the staff handbook.
- Performs other duties as assigned.

*The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required. The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective. The Madeira School is an equal opportunity employer.*