

Setebaid Services,[®] Inc.
C.I.T. PROGRAM DIRECTOR
Job Description
(Seasonal Volunteer Position)

PURPOSE AND GENERAL JOB SUMMARY

The C.I.T. (Counselor-In-Training) Program Director, communicating with the Camp Director, Assistant Camp Director, Medical Director, Camp Dietitians, and camp personnel, coordinates the CIT program of the diabetes camp of Setebaid Services,[®] Inc. The CIT Program Director coordinates the CIT selection committee, hires, supervises, and evaluates the CITs. The CIT Program Director, always works within the policies and budget set by Setebaid Services, Inc.'s Board of Directors. This position is an at-will, volunteer, seasonal (temporary), position.

QUALIFICATIONS

- At least 21 years of age.
- Experience in camp programming and working with teens and young adults
- Education experience is a plus
- Two years experience teaching program areas at camp
- Supervisory skills
- Strong organizational skills

RESPONSIBLE TO Program Director

RESPONSIBILITIES

1. Hire and train the CIT program staff.
2. Hire and train the CITs.
3. Develop, coordinate, and evaluate a leadership training program for the teens in the CIT Program. Follow the CIT Program Manual to assure your training meets the goals and objectives of the CIT Training Program.
4. Coordinate and arrange for purchase of any programs or supplies you will need for the CIT Program. Any spending must be pre-approved by the Camp Director and must fit within the Program Budget for camp.
5. Participate in and provide leadership for staff who will be serving as a mentor of a CIT.
6. Participate in year-round planning for the camp to assure the CIT Program fits seamlessly into the camp.
7. Coordinate with the Program Director to maximize the experience the CITs receive from attending as many program areas as possible.
8. Coordinate the CIT didactic training to assure it fits into the all-camp schedule well.
9. Supervise and evaluate the CITs.
10. Work closely with mentor Counselors to be sure their CIT benefits from the mentor experience.
11. Be available to substitute for mentor Counselors.

12. Participate in the general camp program and have the CITs participate in the general camp program.
13. Attend staff meetings during camp week.
14. Comply with personnel policies for camp staff.
15. Ensure the health and safety of all campers.
16. Participate in opening and closing camp.
17. Maintain necessary records and complete requested reports and evaluations for all CITs.
18. Assist the CITs complete their staff application when they graduate from the CIT Program.

JOB SPECIFICATIONS:

A. Physical Demands:

1. Good Physical and mental health, neat, clean, and well groomed.
2. Constant standing, sitting, and walking during working hours.
3. Turning, stooping, bending, climbing, stretching, and lifting up to 75 Lbs.
4. Finger and hand dexterity necessary to use program equipment.
5. Visual, speech, and auditory acuity required to conduct activities.

B. Special Requirements:

1. Possession of current driver's license to operate a motor vehicle in the Commonwealth of Pennsylvania.
2. Must have reliable transportation to and from camp, and to Committee meetings.
3. Available during the program 24 hours per day and as necessary for Committee Meetings.

C. Environmental Conditions:

1. Work will be conducted at the program site. Much of the work will be conducted outside in environments that are not climate controlled; some work will be in the outdoors where it may be cold, or extremely hot. It may be damp or dry, depending on the season.
2. Travel will be necessary to the program site, to the Committee meetings and other places as necessary. Outside travel may be in extreme conditions of high or low humidity, rain, or fog.