

*Setebaid Services,<sup>®</sup> Inc.*  
**COUNSELOR-IN-TRAINING (CIT) I**

Job Description  
(Seasonal Position)

***PURPOSE AND GENERAL JOB SUMMARY***

The CIT I will work to learn the role of a counselor in one of the organization's youth programs, which are camps for children and/or teens with diabetes. The CIT I will work to ensure the health and safety of campers, to ensure an enjoyable experience is provided for campers, and to learn the role of a Counselor, always working within the policies and budget set by Setebaid Services,<sup>®</sup> Inc.'s Board of Directors. This position is an at-will volunteer position.

***QUALIFICATIONS***

- At least 16 years of age.
- Ability to work with children.
- Willingness to learn and develop skills in a variety of camp settings.
- Ability to work cooperatively as a team member.
- Previous experience as a camper or permission of CIT Director.
- Type 1 diabetes.

***RESPONSIBLE TO*** CIT Director and your mentor Counselor

***RESPONSIBILITIES***

1. Participate in pre-camp training.
2. Comply with personnel policies for camp staff.
3. Know each camper assigned to group/self and help him/her get the most from the camp experience.
4. Participate in the general camp program.
5. Work cooperatively with other staff members.
6. Ensure the health and safety of all campers.
7. Participate in the opening and closing of the cabin and the camp at large.
8. Live in the cabin with campers and a mentor Counselor.
9. Monitor diet and behavior of assigned campers.
10. Offer emotional support and guidance to campers.
11. See that assigned campers have forms of simple sugar available at all times.
12. Relay any problems to the Counselor, Head Counselor, or CIT Director.
13. See the assigned campers arrive at scheduled activities on time.
14. Maintain necessary records and complete requested forms and reports.
15. Participate in cabin housekeeping, sanitation, and care of camp equipment.
16. Participate in cabin blood testing procedures, assisting campers and relaying problems to medical personnel and the Head Counselor.

17. Maintain safe diabetes care during the week, blood testing with campers and consulting with medical personnel.
18. Assist in serving assigned campers' meals and snacks.
19. Participate in programs, special events, and night watch duty.
20. Participate in staff meetings during camp week.
21. Participate in CIT training each day.
22. Return to cabin every night by 11:30 PM to assist with the checking of the low list.

***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. Must have reliable transportation to and from camp, and to Committee meetings.
2. Available during camp 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.