

# GIRL SCOUTS OF THE DESERT SOUTHWEST

## JOB DESCRIPTION



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**Position Title:** CIT Director  
**Department:** Mission Delivery  
**Reports To:** Camp Director  
**Pay Range:** \$175 - \$225 / Week  
**FSLA Status:** Seasonal Position—at Camp Mitre Peak

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### POSITION SUMMARY

The CIT Director schedules, monitors, and supports the Counselors-in-Training (CITs). Ensures the CITs are getting a full understanding of the camp experience. Works alongside the Camp Program Director to support or assist in daily programming when needed.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise CITs to ensure programs are creative , fun and safe
- Schedule all CITs daily responsibilities
- Mentor CITs throughout the process and review the expectations for successful completion of the program
- Teach CITs skills in program, personal awareness, camp craft and leadership that will prepare girls for working with younger children
- Provide guidance and support throughout their training, awarding the CITs with. Certificate of completion at the end of the summer
- Supervise CITs, delegate assignments and write evaluations in a timely manner during mid-summer and end of the season review
- Maintains a visible presence on camp ensuring the CITs are present at assigned locations and on time for all events
- Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions.
- Ensure safety of all campers and staff
- Ensure staff are abiding by code of conduct, rules and expectations
- Ensure staff are modeling the mission of Girl Scouting
- Provide an atmosphere conducive to developing good morale and well-being among the camp family
- Counsel staff on an as needed basis
- Conduct cabin inspections of CITs at random to ensure units are tidy and maintained throughout the day
- Perform other duties as assigned
- Support the check-in and check-out process
- Set a good example for campers and staff in terms of cleanliness, punctuality, manners, appropriate language, appropriate attire, etc.
- Report suspected child abuse to Camp Director immediately
- Comply with personnel policies
- Subscribe to the mission and beliefs of the Girl Scouts of the USA by becoming a member if not already a member

### Qualifications

To perform this Position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

**A. Education and/or Experience**

- Minimum 21 years of age
- Must have previous experience working in a camp setting
- Preferred experience working with young adults
- Strong desire to work in teen leadership development
- Must hold current CPR/First Aid certification or be able to pass the training at camp
- Must submit health physical and health history record prior to first day of work.
- Ability to walk a mile over uneven terrain
- Ability to supervise staff and campers
- Ability to accept guidance and supervision
- Attend and complete pre-camp training; as a result; ability to communicate and train staff in camp program and procedures, safety regulations and emergency procedures
- Visual and auditory ability to identify and respond to environmental and other hazards related to the program and/or site
- The acceptance and understanding that employment is at a resident (overnight) camp and that therefore, work hours are irregular
- Ability to communicate and work with people of all ages and skill levels
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations
- Fill in as a counselor when needed
- Demonstrate ability to handle sensitive information; ability to manage conflict resolution.

**B. Certificates, Licenses, Registrations**

- Valid Driver's License and Girl Scouts membership required.

**C. Language Skills**

- Excellent, effective English language abilities, both oral and written.

**D. Reasoning Ability**

- Demonstrated reasoning ability, in order to successfully lead and/or manage responsibilities as described above.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Proven ability to work in a collaborative, service-focused environment.
- Strong analytical skills, as well as problem-solving and conflict management capabilities.

**E. Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this Position.

- Sufficient eye-to-hand coordination to successfully operate a computer keyboard.
- Ability to give presentations in front of large groups.
- Ability to give and receive information by telephone and in person.
- Ability to sit upright for extended periods of time.
- Ability to occasionally climb or balance; and stoop, kneel, crouch, or crawl.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior-management techniques.
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.
- Must have personal transportation and ability to drive, possess a valid driver's license, maintain personal auto insurance and meet the council insurance company's requirements for coverage.
- Ability to work and reside at Camp Mitre Peak which is at approximately 4,000 feet, including but not limited to, hiking, biking, standing, cooking, uneven terrain and other such outdoor elements.

- Ability to work in the heat, sun, rain.
- Other demands, as determined by the council.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position functions primarily out of Council's Camp Mitre Peak, which is a hilly property at 4,000 plus feet. Camp Mitre Peak is subject to extreme temperature and wind.

### **Other Working Conditions**

- Continuous requirement for professional demeanor and appropriate office attire.
- A criminal background check is required.
- Continuous work as a team member and ability to work independently with some supervision.
- Continuous ability to work well with others.

### **Girl Scout Core Competencies:**

The competencies listed below are core to the Girl Scout movement:

- **Empathy, with colleagues and customers** – a successful member of the Girl Scout team approaches other with a service mindset, offers humility and inspires trust, takes time with people and is a good listener, and overall offers respect and kindness to all.
- **Possibility Thinking** – staff members approach challenges with curiosity, shows enthusiasm, explores alternatives before acting, takes on challenging tasks and sees opportunity in ambiguity, change and transition.
- **Innovation** – core to Girl Scouting staff must think in unique and independent ways, pursue standards of excellence, learn from risk taking and failure, and embrace new ideas from everywhere and everyone.
- **Courageous Leadership**, of self and others – staff work for the good of the whole, work collaboratively at all times, model assertive behaviors: bold, confident, respectful, empower others and distributes decision making, promotes honest communication and passionate debate, and maintains personal integrity.

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