

<b>Job Title:</b>	CIT Coordinator	<b>Property:</b>	Peaceful Valley Scout Ranch
<b>Camp/Department:</b>	Magness- Operations	<b>Salary Level:</b>	Grade 3
<b>Location:</b>	22799 N. Elbert Rd Elbert, CO 80106	<b>Staff Supervisor?:</b>	Yes
<b>Reports to:</b>	CIT Director, MAC Camp Director	<b>Certifications Req:</b>	No
<b>Will Certify Applicant?:</b>	Not Required	<b>Driving Required?</b>	Yes

### Job Summary

Provide instruction and guidance to Counselors in Training on how to carry out a quality program, the basics of teaching, the basics of operations, how to be an effective staff member and what it means to be a Camp Staff Member.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Carry out the CIT Training Plan.
- Train and supervise the CIT's. Become familiar with them and their needs. Identify problems and make efforts to resolve them.
- Train CIT's on program elements such as flag ceremonies, campfire programs and camp wide activities.
- Evaluate CIT's with the staff member they worked with.
- With the CIT Director, coordinate and supervise CIT nights off.
- Participate in camp-wide activities.
- Assist in the set up and take down of all camp facilities.
- Submit a "closing report" at the end of the season which includes inventories, daily duties and suggestions for improvement the following year.
- Other duties as assigned.

#### CERTIFICATIONS & REQUIRED TRAINING

- CPR, AED, First Aid, Prior to Start of Camp (Provided if Needed)
- Youth Protection (Online Prior to Camp)
- BSA Program Safety (Online Prior to Camp)
- FEMA Multi-Hazard Planning for Child Care (Online Prior to Camp)
- BSA Unlawful Harassment Prevention (Online Prior to Camp)
- Standard Precautions Training (Provided by the Council)

#### REQUIRED FOR THE JOB

- Must be able to read, speak and write the English language
- Must be able to work outdoors at an elevation of 7,000+ feet above sea level in varying weather conditions
- Must be 18 years of age or older
- Must be able to pass a background check from the TRAILS database, CBI and the FBI
- Must be able to become a member of the Boy Scouts of America
- Must have a valid driver's license and history insurable by the insurance company.

#### DIRECTLY SUPERVISES

- Counselors in Training

**ADDITIONAL NOTES**

- This position may be combined with another camp staff position.