

|                                 |                                         |                            |                                          |
|---------------------------------|-----------------------------------------|----------------------------|------------------------------------------|
| <b>Job Title:</b>               | Counselor-In-Training (CIT)<br>Director | <b>Property:</b>           | McNeil Scout Ranch at<br>Peaceful Valley |
| <b>Camp/Department:</b>         | Operations                              | <b>Salary Level:</b>       | Based upon salary chart                  |
| <b>Location:</b>                | 22799 N Elbert Rd<br>Elbert, CO 80106   | <b>Staff Supervisor?:</b>  | Yes                                      |
| <b>Reports to:</b>              | Ranch Director                          | <b>Certifications Req:</b> | No                                       |
| <b>Will Certify Applicant?:</b> | Not Required                            | <b>Driving Required?</b>   | Yes                                      |

**Job Summary**

The CIT Director will oversee the Counselor In Training program in all aspects as far as training, evaluation and teaching of the Counselors in Training. This person is to help develop a training program that ensures CITs are trained to be the best staff member they can be. This position also determines if CIT's will be hired as paid staff members in the future.

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Assist the Ranch Director with interviewing Counselors in Training. Process acceptance or denial paperwork for the program.
- Plan, organize and execute a Counselor In Training program for training.
- Assign CIT's to areas or Camp Staff partners to experience different areas, departments, and roles within the camp. Assign a rotation for the CIT's.
- Supervise the CIT's at all times when CIT's are on property.
- Evaluate the CIT's and prepare a written evaluation at the end of their volunteer term indicating if they are recommended or not to be paid staff. Make recommendations for future jobs, duties and assignments.
- Notify the Ranch Director of CIT personnel and training issues. Assist with discipline.
- Communicate with CITs, parents and other stakeholders through email or phone communications.
- Participate in camp-wide activities.
- Assist in the set up and take down of camp facilities.
- Assist in the operations of other departments as assigned by the Ranch Director when there is low or no attendance in the program.
- 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)
- More training may be required as determined by Camp Management

**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 21 years of age or older
- Must have BSA summer camp experience that prepares you for this position
- 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 drivers license and history insurable by the insurance company for the Council

**DIRECTLY SUPERVISES**

- Counselors In Training

**ADDITIONAL NOTES**

- This position may be combined with another position within the camp.