
Girl Scouts Western Pennsylvania
– Camp Staff Job Descriptions –
Counselor-in-Training (CIT)/Wrangler-in-Training (WIT) Director

Reports To: Assistant Camp Director/Camp Director

Supervises: CIT/WIT Counselors

Employee Name (Print): _____

Employee Signature _____

Date _____

Purpose

Under moderate supervision, manage and facilitate the Counselor-in-Training (CIT)/Wrangler-in-Training (WIT) program through its entirety, support and supervise CIT/WIT Counselors, support the Administrative Team and Camp Director, support the Unit Leader team and act in their position as needed, manage all unit and CIT needs, and assist with planning, development, and implementation of the CIT program.

Essential Functions

Administrative

- Assist in the planning, development, and implementation of summer camp programs including leadership programs, check-in/out, daily routines, daily and weekly schedules, and all camp procedures
- Maintain communication with camp staff, council staff (as needed), and parents and families
- In coordination with the Assistant Camp Director and Camp Director, manages and oversees the awarding of CITs with accolades earned at camp, completing weekly Camper Highlights, and coordinating any additional program needs
- Be available on the radio at all times while on-site

Staff/Camper Support

- Assist in the daily, weekly, and seasonal management of CITs/WITs, including:
 - Development and implementation of leadership training, program, evaluation, and feedback
 - Meeting daily with CITs/WITs to provide and take feedback to better enhance the CIT/WIT program available at camp
- Maintain strict confidentiality and professionalism when handling sensitive information regarding business affairs, programs, campers, or staff members
- Interact daily with campers and work to provide a safe and consistent environment
- Understand and know staff and campers—help them to respect the diversity of others and to appreciate differences and similarities so that campers get the most out of their stay at camp

Program

- In coordination with the Camp Director, create a program development plan for the summer with weekly emphasis points and to ensure the quality of program offerings
- Facilitate the CIT/WIT program throughout the camp season to ensure skill building, leadership development, and the completion of CIT/WIT program requirements

- Organizes CIT/WIT program binders, complete with suggested activities and lesson plans
- Responsible for leading and assisting fun and meaningful activities to CITs/WITs; model constructive and enthusiastic participation in all program areas

Health and Safety

- Instruct staff and campers in established emergency procedures such as fire drills, evacuating the cabin, etc., and understand their role in crisis management
- Ensure that all activities are carried out in accordance with safety standards set forth by GSUSA
- Ability to observe camper and staff behavior, assess, and enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques
- Knowledge of common camper illnesses and proper sanitation in group living communities
- Management of the cleaning and sanitization of all program equipment and program areas
- Maintain and manage a daily schedule to meet the personal hygiene and sanitation needs of each camper and the living unit
- Maintain open communication with the Unit Leader, Health Supervisor, and Camp Director in relation to any camper needs and/or health concerns

Positive Relationships

- Contributes to the diversity of the council by ensuring that all materials, activities, and programs are sensitive to and reflective of the interests, values, and needs of people of all racial /ethnic groups, cultures, belief systems, and abilities
- High level of customer service with parents, fellow staff, council staff, community and vendors
- Recognize and respond to opportunities for problem-solving within the staff and camper groups
- Address conflicts between staff and/or campers and communicate with parents as needed
- Support and promote campers and fellow staff to take risks and seek challenges

Requirements and Desired Qualifications

Requirements –

- Minimum 21 years of age
- Willingness to adhere to principles of Girl Scouting, Girl Scout Law, and Girl Scout Promise
- Current First Aid/CPR certification (or willingness to obtain)
- Current driver's license and a safe driving record
- Ability to safely drive a passenger vehicle with passengers
- Experience working with youth in an education capacity; outdoor education experience preferred
- Ability to learn and willingness to develop skills in a variety of program activities
- Ability to think and act calmly in a crisis
- Ability to keep accurate, legible records
- Ability to prioritize the needs of campers and communicate with and provide direction to campers and staff of varying age and skill levels
- Ability to function as a camp staff team member and work effectively with peers
- Ability to identify, respond, and adapt to environmental or other hazards related to camper supervision
- Ability to share living quarters with other staff (may include directly on-ground, primitive camping, rustic cabins, platform tents, or lodges)
- Establishing and maintaining boundaries with campers and fellow staff

- Ability to endure prolonged standing, bending, walking, hiking, sun exposure, heat, and other weather conditions, and have an understanding of and be comfortable navigating around wildlife animals (insects, reptiles, mammals, etc.)
- Willingness to learn and adapt to new situations, surroundings, and circumstances in a quick and effective manner
- Ability to go without electronic devices for several hours or days at a time while on duty (excluding medically necessary devices)
- Provide at least three professional references

Desired Qualifications –

- Experience in or leading leadership development training and programs
- Knowledge of the Girl Scout Program and National Portfolio
- Knowledge of Counselor-in-Training programs or similar leadership programs
- Desire and ability to teach, work, and relate successfully with campers and fellow staff members
- Passion and excitement for the outdoors, programs offered (climbing, horseback riding, sailing, archery, hiking, etc.), and providing an exceptional program to each camper
- Demonstrated maturity, sound judgement, integrity, and flexibility
- Enthusiasm, patience, and a sense of humor

Physical Working Conditions -

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee must have the:

- Ability to endure prolonged standing, bending, reaching, walking, and hiking
- Willingness to work outdoors with exposure to all weather conditions including sun, heat, rain, humidity, etc.
- Understanding of and being comfortable navigating around wildlife animals, i.e., insects, reptiles, mammals, etc.
- Capability to lift or move objects up to 10 pounds on a regular basis and occasionally lift or move objects of up to 50 pounds
- Noise level is usually minimal to moderate