

Camp Ho Mita Koda, Summer 2010

CIT: Counselor in Training 1 / Lifeguard (age 16)

Job Summary: Counselors in Training I / Lifeguards assist camp staff to provide a safe, fun and quality camping experience for an assigned group of campers. CIT I / Lifeguards are volunteers and work under the direction of the Camp Director and CIT Program Coordinator. CIT I / Lifeguards support the Head Counselor, Program Specialists, Counselors, Waterfront Manager and Lifeguards to provide general supervision of campers at all times, throughout all aspects of the camp program. Supervision will include, but is not limited to, morning wake up, all meals, camp programs and activities, bedtime routines and overnight supervision. CIT I / Lifeguards are required to live on-site in a camper cabin, attend pre-camp staff orientation, and be available for Open House and Sessions 1, 4 and 5.

Camp Ho Mita Koda is a residential summer camp for children ages 6-15 who have Type 1 diabetes. Campers attend age-grouped sessions, with up to 64 campers per session. It is located on 72 wooded acres in Newbury, Ohio (Geauga County), just 25 miles east of Cleveland. Having diabetes is not a required prerequisite for working at Camp Ho Mita Koda. Staff training and orientation will be held prior to camp and will include diabetes education. A residential, licensed medical staff is part of the Camp program. CITs are not responsible for the medical management of campers' diabetes.

Camp Schedule:

Waterfront Training (June 10-12), Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). The American Camp Association requires that a minimum two year age difference be maintained between staff and campers. Therefore, CIT I's are not permitted to volunteer or reside at Camp during Sessions 2 and 3. Staff is not permitted to take time off while camp is in session to attend summer school classes, exams, vacation, or other personal commitments. Time off is given between sessions.

Required Qualifications:

General

- At least 16 years of age.
- Completed sophomore year of high school.
- Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: reference checks, state and FBI background screening including fingerprint checks, and sex-offender registry check.

Required Certification & Training:

- Must attend and participate in Camp's Waterfront training, Small Craft Safety certification training and all-staff orientation. Must attend and participate in staff meetings and any scheduled waterfront education or skills sessions throughout the summer season.
- Must possess current First Aid and CPR certifications that remain valid through August 2010.
- Must possess American Red Cross or equivalent Lifeguard Training certifications that remain valid through August 2010.
- Small Craft Safety certification (training will be provided during Staff Orientation & Training Week).
- Must verify skills in rescue and emergency procedures by demonstration/skills check during staff orientation.

Essential Functions, Knowledge, Skills and Abilities: CIT I / Lifeguards must be able to perform all the essential functions required of a counselor in training and lifeguard and be able to demonstrate the following essential knowledge, skills and abilities:

- Attend and participate in Staff Orientation week, Waterfront Training, Open House, Sessions 1, 4 and 5, and all daily camp activities such as flag raising and lowering, meals, assemblies and evening activities.
- Attend and participate in all CIT specific programming including, but not limited to education sessions, activity rotations, debriefs, CIT project, activity planning and proposal development.
- Shadow camp staff members as determined by Camp Director.
- Assist kitchen/dietetic staff with mealtime and snack time set-up and clean-up.
- Assist at all camp check-ins and check-outs with assigned roles and responsibilities.
- Under the direction of the Waterfront Manager, serve as an activity instructor assistant for a group of campers at designated activity times. Programming will include, but is not limited to free swim, camper swim assessments, swim lessons, recreational and instructional boating, fishing, and water games. Lifeguards may be required to follow established curriculum for some programs and activities. Lifeguards may be asked to assist with the development and design of new waterfront programs and activities.
- Serve in the role of lifeguard during designated times at the swimming pool and lake. Guarding sites to supervise swimmers may include elevated lifeguard stands, standing onshore at the lake, in a boat on the water, standing on a dock at the lake, guarding in the water, or on foot at the pool or lake.
- Working knowledge of current principles and techniques and procedures related to life guarding, CPR, and rescue of drowning swimmers. Ability to perform first aid, CPR, and rescue skills in an emergency and in any other situation when found necessary.
- Ability to abide by and enforce pool and lake rules and regulations to prevent injuries and accidents. Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health.
- Assist Waterfront Manager with pool maintenance tasks such as deck cleaning and pool vacuuming. Assist with daily inspection of equipment and assist in care, preparation, and cleaning of waterfront equipment. Assist Waterfront Director with daily waterfront safety inspections. Assist with organization and inventory management of pool and lake equipment and supplies. Assist Waterfront Manager with pre-camp opening procedures and post-camp closing procedures.
- Responsible for serving as a positive role model for campers, including attitude, punctuality, diabetes control, table manners, treating others with respect, sportsmanship, etc.
- Establish and maintain effective working relationships with other camp employees and volunteers. Display a responsible, courteous and friendly manner at all times and be willing to work as part of a team to ensure that all campers needs are met in a fair and appropriate way.
- Provide assistance to camp staff during activity periods by ensuring that campers are at their scheduled activities, assist with attendance, assist with group management, provide assistance and support to the activity instructor.
- Assist in other areas of the Camp program by assisting with supervision of campers during meal times, evening programs, wake-up and bedtime routines, and overnight supervision. Assisting with overnight supervision will require CIT I / Lifeguards to sleep overnight in a camper cabin with at least one adult staff member and up to 8 campers.
- Actively and enthusiastically participate in all camp activities with campers.
- Assist camp staff with 'timekeeping' of the cabin to ensure that campers are on time for blood glucose testing, wake up, bed time, camp activities, etc.
- Report to work stations at scheduled times.
- Communicate with camp staff and medical team regarding signs and symptoms of high/low blood sugars.
- Ability to act quickly and calmly in emergency situations and follow direction of adult staff.
- Ability to abide by and enforce Camp rules and regulations to prevent injuries and accidents. Enforce safety and health regulations as required by the American Camp Association, Camp Ho Mita Koda and the Geauga Department of Public Health.

- Possess strength, patience, flexibility and endurance required to maintain consistent supervision of campers for 3-day, 5-day and 12-day resident camping experience.
- Desire and ability to work with children with diabetes.
- Recognize and respond to opportunities for problem solving in the group. Monitor camper behavior and recognize and respond to opportunities for problem solving.
- Ability to accept supervision and guidance.
- Perform work in an efficient, effective, safe and timely manner.
- Ability to adapt to new situations and group living.
- Communicate clearly and concisely in English, verbally and in writing and understand and follow written and oral instructions and procedures.
- Focus attention on tasks, which may be routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities.
- Other duties as assigned

Working Conditions and Physical Demands

The work environment characteristics described here are representative of those an employee/volunteer encounters while performing the essential functions of the job:

- Camp Ho Mita Koda is a residential summer camp with building and program sites located throughout a 72 acre wooded campus. Terrain is hilly in some areas and program areas are accessible by gravel or unpaved paths. The majority of the Camp program is designed as a physically active, primarily outdoor program.
- CIT I / Lifeguards reside at Camp and sleep overnight in a camper cabin. CIT I / Lifeguards will work a variety of hours, including early mornings and evenings. Wake up is at 7:00 AM and lights out is at 10:00 PM. CITs receive break times each day, a minimum of one 24-hour period off between residential camp sessions, and one 24-hour period off during 12-day sessions.
- Must be in good physical condition to actively participate in camper activities and assist campers in an emergency situation (fire, evacuation, illness or injury) and possess the strength and endurance required to maintain constant supervision of campers for prolonged periods of time. Must be in good physical condition to stay in the water for prolonged periods of time. CIT I / Lifeguards will be exposed to outdoor weather conditions, including extreme heat and/or cold, and will have exposure to wet and/or humid conditions.
- While performing the duties of this job, the CIT I / Lifeguards is required to sit, stand, swim, walk, and talk and hear. He/she is occasionally required to climb or balance, reach with arms and hands, and use hands use objects and tools. Due to the nature of aquatics and rescue activities, the full range of physical movements are required in this position, including swimming, walking, running, jumping, lifting, and climbing.
- The employee is exposed to potential hazards including toxic or caustic chemicals.
- Physical demands are described as heavy to perform work that may involve lifting children through adults in and out of the pool or lake and lifting and moving equipment. CIT I / Lifeguards must be able to exert up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.
- Vision, which may be corrected, and hearing, which must be in a normal range as measured by a standard audiogram, must be good enough to see and hear children and adults in life and/or health safety endangering situations. Vision and hearing are required to identify and respond to environmental and other hazards related to an activity, and in daily activities and programs.
- CIT I / Lifeguards must be able to read and record information such as blood glucose results, menus, meeting minutes, and daily schedules.

Performance Evaluation:

C CIT I / Lifeguards will be formally evaluated at mid-point and end of summer by the Camp Director and Waterfront Manager. Informal evaluations such as daily observations, spot checks, feedback from other camp staff and camp parents may occur throughout the summer. Key components of evaluation include: Quality of Work, Working Relationships and Interpersonal Skills, Judgment and Problem Solving, Initiative and Communication.

Benefits

- CIT I / Lifeguards position is an unpaid, volunteer position. CIT II / Lifeguards do not receive a paycheck or health benefits.
- CIT I / Lifeguards receive waterfront training and a week of orientation and training prior to start of first residence camp session.
- CIT I / Lifeguards receive free meals and snacks (same menu as campers) during residence camp sessions.