

Camp Ho Mita Koda, Summer 2010

CIT: Counselor in Training II (age 17)

Job Summary: Counselors in Training II assist camp staff to provide a safe, fun and quality camping experience for an assigned group of campers. CITs are volunteers and work under the direction of the Camp Director and CIT Program Coordinator. CITs support the Head Counselor, Program Specialists, Counselors, 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 II's are required to live on-site in a camper cabin, attend pre-camp staff orientation, and be available for the entire length of the camp program.

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: Staff orientation week (June 13-17), Open House (June 19), Session 1 (June 20-June 24), Session 2 (June 27-July 8), Session 3 (July 11 -July 22), Session 4 (July 25-July 29) and Session 5 (August 1-August 3) and last day for staff (August 4). 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 17 years of age.
- Completed junior 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 all-staff orientation. Must attend and participate in staff meetings and any scheduled education or skills sessions throughout the summer season.

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

- Attend and participate in Staff Orientation week, Open House, Sessions 1, 2, 3, 4 and 5, special camp events and programs, 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.
- 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 CITs 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 II's reside at Camp and sleep overnight in a camper cabin. CIT II's 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. CIT II's 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. CIT II's 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 II 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 to use objects, tools and

program equipment. Due to the nature of camp activities, the full ranges of physical movements are required in this position, including swimming, walking, jumping, lifting, stooping, stretching and climbing.

- Physical demands may involve lifting and moving equipment. CIT II's must be able to exert up to 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 II's must be able to read and record information such as blood glucose results, menus, meeting minutes, and daily schedules.

Performance Evaluation:

CIT II's will be formally evaluated at mid-point and end of summer by the Camp Director and Head Counselor. 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

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