

C.I.T/L.I.T Manager Job Description

Job: This position is a seasonal summer only position. The CIT and LIT Manager is responsible for the organization, running, and maintenance of the CIT/LIT program that certain campers will pass through. You will be responsible for providing a fun and educational learning environment for these campers while providing them with the skills they will need to acquire to become a future counselor or a leadership member whether it's within Camp or outside of Camp. **Please note, Admin reserves the right to alter and change this job description at their discretion.**

Job Responsibilities:

- Assist in the interview and training process of potential CIT when available.
- Communicate with the Equestrian Director as needed based on CIT/LIT horse enrollment for all camper needs, plans and ideal learning goals if the camper shall have any.
- Manage and oversee all campers in the CIT or LIT program and ensure to provide a safe but fun learning environment.
- Work closely with the Admin Team to ensure a fun but highly educational program with hands-on learning and real life situations and scenarios.
- Create a clear and structured learning plan for both groups each week to accomplish in their daily meetings. Should be positive experiences for all campers and facilitate hands-on learning and real life situations and scenarios.
- Meet with each group once a day and go over a variety of educational activities pertinent to the CIT/LITs learning about being a future counselor, future leadership roles and also working together to solve common problems/issues related/non related to Camp.
- Facilitate positive CIT and LIT morale in a variety of ways as seen fit
- Work closely with CIT mentors to ensure they are following the needed steps to provide the educational skills needed to shape our future counselors. Help create their action plan as needed and provide a minimum of a weekly check in with the mentor counselors.
- Evaluate CIT and LIT participants and make recommendations to the Admin Team regarding readiness for future internships and future programs
- Provide positive and constructive feedback for all campers in the program with the intention to help the camper grow in the future and be a successful role model for their future campers.
- Observe CIT and LIT participants in different areas of camp, taking notes as needed on performance for positive feedback and for areas of improvement.
- Good communication between other staff members and admin team as needed
- Plan and facilitate specialized bonding activities designed specifically for the CIT/LIT group, does not always have to be learning related but should be positive and appropriate at all times.

- Rotate into groups to assist with break times and to help facilitate observation whenever needed.
- Be a positive and trusted role model for all campers in the program, display all the positive and essential qualities future counselors and leaders should exhibit.
- Take responsibility of a leadership role during all potential emergency situations, drills or actual
- Work closely with and have good communication with all staff
- Other duties as needed and as assigned by Admin/Leadership Team

Job Requirements:

- Must be 21 years of age or older
- Must pass a CORI/SORI/NSOR (provided by Camp)
- Must be CPR/First Aid certified (Camp can provide training if not currently certified)
- Must have leadership experience of at least 1 year
- Follow and enforce all Camp Marshall policies and procedures at all times
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and a minimum of 50 lbs.