

# POSITION DESCRIPTION

**TITLE:** CIT Leader (Counselors-In-Training)  
**CLASSIFICATION:** Seasonal, Full-Time  
**EXEMPTION:** Overnight Camp: Exempt  
Day Camp: Non-Exempt

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## SUMMARY

Oversee and implement the delivery of the Girl Scout leadership program Counselors in Training I, and Counselors in Training II (CIT I and CIT II). Manage the daily operations and deployment of CITs including scheduling, delivering activities, maintaining unit, and ensuring the safety of campers.

## ACCOUNTABILITIES

- Implement the CIT programming for registered campers. Ensure requirements are met.
- Monitor CIT progress and provide feedback regarding performance.
- Participate in weekly planning meeting with leadership staff to schedule unit, CIT, all camp, and specialty activities.
- Plan and schedule shadowing time, as well as activity time for CITs.
- Ensure CITs receive medications as scheduled and ensure confidentiality of health information.
- Manage and monitor CIT conduct. Notify supervisor immediately regarding sensitive or disciplinary issues.
- Provide a supportive atmosphere for CITs. Know CITs by name and help them appreciate and accept each other.
- Provide a supportive atmosphere for campers. Know campers in unit by name and help them appreciate and accept each other.
- Provide a welcoming environment to campers and parents during check-in and check-out.
- Assist during camp transfers, camp setup, and camp end of season close down. Conduct inventories and store equipment and supplies at end of season.
- Participate in all required training.
- Act as a positive role model for campers and engage in activities staff.
- Demonstrate enthusiasm, creativity, flexibility, cleanliness, punctuality, sharing campers, sportsmanship and table manners.
- Comply with all federal, state, GSCCC and GSUSA risk management policies and procedures to ensure the safety of campers and integrity of the Girl Scout Leadership Experience.
- Actively support and promote the Council's commitment to excellent customer service, membership growth, community visibility, fundraising, diversity and safety.

## EDUCATION, EXPERIENCE & CERTIFICATIONS

- First Aid and CPR required (training provided)
- Experience working with older youth (camp setting preferred).
- Previous camp experience or other leadership training preferred.
- Girl Scout knowledge preferred.

## ADDITIONAL QUALIFICATIONS

- Minimum age: 18 (21 preferred).
- Cognitive and communication abilities to develop, plan, and conduct program to achieve the developmental objectives.
- Demonstrate a commitment and ability to interact with diverse populations and positively resolve conflict.
- Ability to work independently and prioritize work while managing multiple deadlines.
- Ability and willingness to work with older youth 14-17 years of age.
- Subscribe to the principles of the Girl Scout Movement and become a registered member.
- Successfully complete background check.

## PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- Visual, auditory, cognitive and physical abilities to identify and respond to hazards.
- Ability to lift 30 lbs.
- Must reside on camp property while overnight camp is in session.
- Live and work in an outdoor environment with exposure to heat, sun, rain, uneven terrain and other elements.

*The statements above reflect the essential functions and qualifications for this job, but should not be considered an all-inclusive listing. Employees may be asked to perform other duties as needed to ensure the smooth functioning of camp operations. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the Girl Scout Council of Colonial Coast are employees "at-will". I have read and understand the responsibilities and requirements of this position.*

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Employee Signature/Date