



C.I.T. Instructor

Job Title:	<i>C.I.T Instructor</i>
Job Duration:	<i>June 24, 2019 to August 25, 2019</i>
Job Hours:	<i>Full-time / Day & Residential Camp Hours</i>
Reports To:	<i>Summer Camp and Outdoor Education Director</i>

Job Purpose

The C.I.T. Lead Instructor plans and facilitates the Counsellor-In-Training program. The C.I.T. program is a four-week leadership program for 16-17 years olds that focuses on leadership skills, team building, and program facilitation. This program seeks to support older teenage youth in skill development necessary for work with community programs.

The C.I.T. Instructor uses their experience and knowledge to train the participants to be future leaders by providing support, supervision and critique, and upholding the standards set by Sasamat. In addition to these tasks, the C.I.T. Instructor provides clear communication and instruction on program safety on and off site, camper care, first aid and giving feedback when necessary.

Duties and Responsibilities

Staff Training

- To participate in 100% of pre-season staff training
- To know and practice the information covered in the "Policies & Procedures" section of manual. (Failure to comply could result in discipline including dismissal.)
- To submit a detailed medical, application, criminal record search forms and employee agreement to the Summer Camp and Outdoor Education Director no later than June 24.

Camper Group Leadership

- To be responsible 24 hours a day for the safety and well-being of the children, assigned to you by the Summer Camp and Outdoor Education Director, during the camp hours. This includes administering first aid and completing first aid/unusual occurrence forms and submitting to supervisor on the day.
- To develop enjoyable/stimulating programs, session and training for your group using resources of the camp and outdoor environment and based on the program's outline & structure. This Includes preparation (in writing) of a program plan.
- To encourage the development of each camper in your group and to stimulate the campers' social development as members of a group.



- To introduce and stimulate your group's awareness of the outdoors and to encourage sound environmental practices in the use of outdoor facilities.
- To further develop each camper's skills in those areas that you are proficient and that the camp deems valuable – ex: leadership, child guidance, group management, etc. As well as practical skills, ex.: cooking, swimming, crafts, orienteering, etc. Use resource staff whenever you feel necessary – ex: waterfront activities, high ropes.
- To keep the Summer Camp and Outdoor Education Director informed as to the location and nature of your daily program.
- To be punctual and enthusiastic in carrying out the camp routines.
- To oversee and monitor all C.I.T. cabin placements, including debriefing and providing accurate feedback regarding camper performance. To keep an accurate attendance record of all your campers.
- To assist with final clean up tasks after campers have gone home.

Other Duties

- The C.I.T. Instructor may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members fulfilling objectives that may not be specific to this position.

Qualifications

Education

- Post secondary education

Specialized Knowledge and Certification

- Current Standard First Aid and CPR C
- Class 4 Driver's License
- Cleared Criminal Record Check
- Current RCA BC Advanced Solo/Tandem Canoe certification

Additional qualifications considered an asset

- Bronze Cross or NLS (Pool, Waterpark or Waterfront)
- Wilderness First Aid
- High Five
- Food Safe

Skills

- Strong interpersonal and communication skills
- Ability to work independently and exercise initiative
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others



- Ability to observe and assess camper behaviour, enforce safety regulations and emergency procedures, and apply appropriate behaviour-management techniques

Experience

- A background working with children
- Participation in applicable leadership programs or related experiences
- A background working in the outdoors

Working Conditions

- A both Day Camp and Resident role that requires the applicant to live on-site for a two week period during the duration of their employment.
- Requires working in an outdoor environment in all weather conditions
- May require working with difficult clients
- May require some weekend work

Physical Requirements

- Physical ability to provide active care, programming and supervision of campers 5 days a week for the duration of summer