

C.I.T/L.I.T Manager/Store 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. This person is also responsible for the Camp General Store. This store is a small candy/snack store that provides a variety of snacks/drinks to the campers and staff that are available for purchase.

Job Responsibilities:

- Assist in the interview and training process of potential CIT/LITs
- Communicate with Equestrian Director as needed based on CIT/LIT horse enrollment
- Manage and oversee all campers in the CIT or LIT program
- Work closely with Admin Team to ensure a fun but educational program
- 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
- Work closely with CIT mentors
- Evaluate CIT and LIT participants and make recommendations to the Admin Team regarding readiness for future internships
- Observe CIT and LIT participants in different areas of camp
- Good communication between other staff members and admin team as needed
- Assist in set up of camp general store prior to the start of camp
- Manage the camp general store for all campers and staff
- Keep inventory of all camp store goods
- Running errands to store to restock goods as needed
- Communicate with office assistant to keep accurate records for campers/staff as needed for money spent in store
- Assist in observation and evaluation of staff
- Plan and facilitate specialized bonding activities designed specifically for the CIT/LIT group
- Rotate into groups to assist with break times and facilitate observation
- Model all skills as required of staff for which this position supervises

- 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 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
- Follow and enforce all Camp Marshall policies and procedures
- Physical endurance to be on one's feet walking, crouching, bending, twisting, reaching above head, and lifting up to 20 lbs.