

# JOB DESCRIPTION



## Counselor In Training (CIT)

### Overview Of The Position

CIT's implement programs in conjunction with the instructors. Responsible for customer service, class/activity assistance, and classroom management. Adhere to Newport Sea Base health and safety standards. Must be certified in CPR and First Aid; upon being hired. Need to be enthusiastic, patient, and helpful, have a sense of humor and self-control. Must adhere to National BSA aquatics policies, all state and local boating safety laws, and environmental regulations. Must be able to swim. Must be comfortable communicating with children, teens, and parents. Directly reports to Lead Instructors.

### Primary Responsibilities/Duties

- Participate in mandatory summer staff training week
- Communicates thoroughly and effectively with other program staff and Lead Instructors.
- Be a positive role model and mentor to youth participants.
- Enforce appropriate student-discipline procedures.
- Perform quality merit badge assistance. This will be evident in comments made in verbal and written evaluations by participants and Lead Instructors.
- Teach youth how to use paddle craft safely.
- Take roll of students on provided rosters.
- Keep participants in close proximity, and be aware of their whereabouts at all times.
- Report program/equipment shortcomings or problems to supervisor immediately.
- Arrive 15 minutes before class begins to ensure class materials, photocopies and classroom is prepared.
- Ensure proper set-up, usage, and clean-up of the facility, equipment, and docks.
- Be responsible for program supply inventory, request supplies with proper lead time for ordering, and manage expenses to stay within budget.
- Assist Instructors in inventory of class supplies and program equipment before and after camp.
- Other duties as assigned by supervisor.

Pay Type: Volunteer

Hours: June-August

Monday through Friday – Varies, maximum-40 hrs per week