



**Position: LIT PROGRAM LEADER**

**Description:** The LIT Program Leader will act as the primary facilitator for the Leader-In-Training Program at camp. Together with and under the direction of the Leadership Coordinator and Assistant Camp Director, he/she will work with the LITs daily, teaching progressive lessons that centre around leadership. The LIT Program Leader will also assist in facilitating aspects of the CIT Program.

**Reports to:** Leadership Coordinator/Assistant Camp Director

**Staff Obligations:**

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of and abide by and enforce all camp policies and procedures including those for emergencies, code of conduct, health & safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Assistant Director promptly and accident/behavioural reports must be filed for anything that occurs in your presence.

**Responsibilities:**

- To administer the L.I.T. (Leader-In-Training) Program by implementing the camp's 7-week training program.
- To assist the Leadership Coordinator and Assistant Camp Director in facilitating the camp's 7-week C.I.T. (Counsellor-In-Training) Program.
- To assist in the planning process of the L.I.T. Program by working with the Leadership Coordinator/Assistant Camp Director to produce detailed program plans 6-8 weeks prior to camp for review and approval.
- To engage L.I.T. participants in self-reflective journaling, group discussion, role-playing, and practical exercises that give them opportunities to explore and practice leadership, problem-solving, communication, program planning, public speaking, and conflict resolution skills.
- To conduct weekly in-person feedback sessions with each L.I.T. to discuss their progress and to provide positive and constructive feedback both orally and in writing with the participation of the Assistant Camp Director.
- To participate with the L.I.T.'s in all regular camp activities.
- To provide guidance and program support to the L.I.T.'s & C.I.T.'s during the preparation and implementation of their community project.
- To write a camper award for each L.I.T. in your group that is positive and highlights the youth's strengths and progress at camp.
- To write a camper evaluation for each L.I.T. in your group at the end of each session reporting on their successes, challenges, and progress.
- To ensure that all preparations for your programs are complete before participants arrive each day.
- To attend all Visitors' Day Arts Showcases (one per session) and supervise your L.I.T.'s until they are picked up by a guardian.
- To assist in planning and attend a 3-day overnight trip with the L.I.T.'s and C.I.T.'s in a wilderness area with participation of the Head Staff.
- To monitor the L.I.T. group during lunchtime and actively participate in eating a meal with them.

- To notify the Leadership Coordinator/Assistant Camp Director of participants who are having difficulty or who present behavioural problems in the L.I.T. Program.
- To provide general support to the camp during non-teaching hours. This includes active supervision and participation during sunrise/sunset, dismissal, camp-wide activities, meals and Visitors' Days.
- To provide support to Program Staff when L.I.T.s are participating in their selected Majors.
- To attend, participate in and lead as assigned pre-camp orientation, camp set-up, camp tear-down and weekly staff meetings.
- To share with the staff team the duties of ensuring the camp-site is clean, organized and safe.
- To provide support to the Camp in any other camp related duties as required.

#### **Operational Requirements:**

- Ability to work in a high energy/busy environment
- Ability to occasionally work evening events and weekend overnight trips as required
- Current Standard First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

#### **Personal Suitability:**

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|---------------------------------|---|
| • Good judgement                | • Organizational and planning skills      |
| • Initiative                    | • Flexibility                             |
| • Strong interpersonal skills   | • Nurturing                               |
| • Ability to resolve conflict   | • Enthusiasm/Ability to lead large groups |
| • Strong time management skills | • Dependability                           |

#### **Qualifications/Experience:**

- Must be at least 19 years old (by December 31, 2011) and be working towards or have completed a post-secondary program at a University or College in Social Work, Child & Youth Work, Psychology, Leadership, Education, or Recreation or a related discipline
- Ability to work between the hours of 7:30am – 5:00pm (most work days will consist of a 8 1/2 hour day)
- Ability to work extended hours occasionally throughout the summer including weekly staff meeting days (until 6:00pm), two Visitors' Day Arts Showcases (until 9:30pm) and for other special circumstances
- At least 3 years previous experience working in a camp setting and/or with children
- Previous experience facilitating leadership programs for youth
- Experience working with children with behavioural challenges is an asset
- Ability to effectively communicate orally and in writing
- Must have strong organizational, planning, management, and leadership skills
- Must be responsible, hard working and enthusiastic
- Ability to accept feedback/constructive criticism
- Should have some experience in the performing and/or visual arts
- Participation in a camp leadership program is an asset

#### **Availability:**

- Applicants must be available for:
  - May Staff Meetings: All Staff, Leadership Program Staff
  - Program Planning: 15-20 hours, May & 25-30 hours, June
  - Pre-Camp Training: June 25 - June 29, 2012
  - Camp Sessions: July 2 - August 17, 2012 (Monday to Friday)
  - Visitors' Day Arts Showcases: July 19 & August 16, 2012, until 9:30pm
  - Leadership Overnight Trip: July 26 – July 28, 2012
  - Post-Camp: August 20 - 22, 2012