



## C.I.T. Instructor

<b>Job Title:</b>	<i>C.I.T Instructor</i>
<b>Job Duration:</b>	<i>June 27, 2022 to August 29, 2022</i>
<b>Job Hours:</b>	<i>Full-time / Day &amp; Overnight Camp Hours (40hrs / week)</i>
<b>Reports To:</b>	<i>Summer Camp and Outdoor Education Director</i>
<b>Application Deadlines</b>	<ul style="list-style-type: none"><li>• <i>Open Until Filled</i></li></ul>

### Job Purpose

As a summer camp, Sasamat Outdoor Centre prides itself on creating an engaging and supportive community where children are made to feel included in the camp culture. The supportive nature of the camp allows for campers to try new activities and develop new skills with the help of caring staff members. Sasamat's summer camp and Outdoor Centre is located in beautiful British Columbia

The C.I.T. Instructor plans and facilitates the Counsellor-In-Training program. The C.I.T. program is a two-week leadership program for 14 / 15 years olds that focuses on leadership skills, team building, and program facilitation. The C.I.T group and instructor go on a two-night camping trip on the weekend between the two weeks with the support of a trip guide. 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 following Sasamat's C.I.T curriculum. 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.

Skills of a strong summer camp staff member are enthusiasm, creativity, independence, genuine care for others and strong work ethic. All camp staff should be prepared to support camp as a whole and be prepared to share duties of other areas of camp when needed.

Our team of overnight camp staff provide care, supervision, and program facilitation and scheduling/ planning for their group each session. Overnight camp staff stay overnight at camp from Sunday evening until Friday. Teen overnight staff are given traditional summer camp style lodging separate from their campers but within reasonable and accessible proximity. Supporting overnight staff of all positions may be asked and required to spend up to a max of two weeks over the summer supporting overnight accommodations of our youngest camper groups. While personal cabin space will be maintained, staff may be rotated through an in-cabin sleep schedule with the group counsellor to provide maximum safety supervision of the youngest campers.



## Summer Camp 2022 Training

- Summer staff training
- Ropes course Training
- Policy and procedure training
- RCABC course days

## 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
- 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
- Class 4 Driver's License

##### **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 Overnight 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

### Self-Care

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

### Covid-19 Policies and Procedures

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at [www.sasamat.org](http://www.sasamat.org).

**Signature:** \_\_\_\_\_.

**Date:** \_\_\_\_\_.