

## JOB DESCRIPTION FOR CIT (COUNSELOR IN TRAINING)

### **Everyone:**

1. Arrive no later than 2 p.m. the day your camp starts. (Adult Counselors, Special Activity Directors, Chiefs, Cooks). Jr Staff and CIT's will train for 2 days before prior to the day camp starts. Everyone must attend the Staff Meeting with the Chief at 2 p.m.
2. Follow the Child Abuse, Neglect, and Grooming policy (Located on Pages 47-50 of the staff manual) at all times as it pertains to your specific job.
3. Faithfully pray for all aspects of Tepee Bible Camp and for the times when you are leading.
3. Manifest a Christ-like attitude and behavior at all times.
4. Strictly adhere to the doctrine of Tepee Bible Camp.
5. Dress appropriately – no short shorts (must have at least a 5 in. inseam), no short skirts, baby tees or tops, halter tops, shirts with spaghetti straps. Bring long pants, a long-sleeved shirt or jacket, a hat, a water bottle, and sturdy shoes for the National Forest hike.
- 6. Use your cell phone on Airplane mode only except during drills and emergencies.**
7. Bring a sleeping bag, sleeping mat or narrow air mattress, pillow, toiletries, towel, wash cloth, Bible, Pen, small notebook, flashlight, insect repellent, sun screen, and ample clothing for the week.
8. Prayerfully prepare and be well grounded in the Word of God before coming to camp.
9. Be prepared and on time for all camp activities.
10. Do not pursue romantic relationships during camp as these will distract from our purpose and inhibit the team's effectiveness.
11. To help avoid confusion or misunderstandings, girls minister to girls and guys minister to guys.

### **Follow the Job Description for Everyone as well as the following:**

1. Must be 16 years of age or older.
2. Complete the required online staff training which includes reading this manual in its entirety and emailing any questions you have to the director as well as courses in Fire Safety and a 1-hour Child Abuse and Neglect class that will be sent to you via email.
3. Submit to a background check every 2-5 years.
4. You may bring a cell phone to use as a camera and an alarm clock but you may not use it for gaming, texting or calling friends or family. The camp has a land line that may be used for emergencies. If you misuse your cell phone while at camp it will be removed from your possession and kept in the camp safe until the end of camp.
5. Arrive no later than 8 a.m. on the first day of camp. If you are under the age of 18 you must attend staff training 2 days before the camp starts.
6. Attend all staff meetings. Bring a battery-operated alarm clock so you can be on time in the morning.
7. Learn the camper's names. Greet them and their parents when they arrive and help them take their items to the tepee.
8. Conduct the tepee activities during rest hour while the senior counselor is conducting Camper/Counselor One-on-Ones.
9. Have your personal devotions during the tepee clean-up and design time.
10. Be cooperative with all other members of the camp staff.
11. Be ready to answer questions about God and salvation.
12. Encourage good behavior from all campers, giving compliments and high-fives as often as possible.
13. Consciously care for the health and safety of all campers.
14. Be responsible to the Sr. Counselor and the Chief. Their directions are to be followed to the letter.
15. When giving campers hugs, give "side hugs".

16. Enforce the camper rules.
  17. Strictly enforce curfew. Lights out in staff quarters is 10:30 p.m.
  18. Sit with your tepee at all meetings and meal times except the birthday meal, then be ready to sit at any table that doesn't have a senior counselor or adult staff member at their table.
  19. Participate in all activities you are assigned to. Including attending Worship and Bible Lessons, recreation, games, hikes, Tribal Challenge, etc. whenever you have free time.
  20. Watch your example: your language, dress, how your time is spent, and especially your attitude. Do not complain in front of the campers and do not say anything unkind or derogatory about anyone.
  21. Govern the camper's conduct inside the tepee during rest hour. Order must be kept in a loving way.
  22. DO NOT HESITATE to ask the senior counselor or any adult staff member for help if you feel you have lost control of a situation. No one will judge you for this, on the contrary, we will be proud of you for doing so.
  23. Encourage Bible study, scripture memorization etc. during Take a Break. Make it a meaningful time. Skit practice can be done at this time, but please make sure the campers are not disturbing other tepees.
  24. Be ready to watch your tepee for the senior counselor if a camper becomes ill and needs to be taken to the medical person.
  25. For Chippy Camps, if needed, assist the craft leader during your tepee's craft time by helping campers with their craft as well as keeping order in the craft house. If your tepee finishes early, be ready to take them to an area away from the worship house to play a game or practice a skit.
- I recognize that this is an unpaid volunteer position. (However, you may send out letters to friends and relatives to supplement your income during the time you are volunteering- **see Director for a sample ministry support letter**).
  - I further recognize Teepee Bible Camp will undertake the expenses of my room and board while at camp. They will help me adjust to my responsibilities, acquaint me with the camp's goals and philosophies, as well as any State regulations and health and safety training my position requires. They will also supervise me in any way that seems advisable, pray for and support me with God's love, and provide a copy of this job description and agreement.
  - I have read, understand and agree to carry out the responsibilities listed above to the best of my ability.

Signature of Counselor In Training	DATE
Parent or Guardian Signature (If applicant is under the age of 18)	DATE
For the Director: This staff applicant attended and completed staff training on	DATE
Director Signature	DATE