



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## METROWEST YMCA

January 2024

### **Leader-in-Training/Counselor-in-Training Director, Hopkinton, MA**

At the MetroWest YMCA, our cause defines us. We know that lasting personal and social change comes about when we all work together. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

Imagine going to work knowing that what you do each day positively impacts the lives of the people in your community. Working at the Y, you'll discover more than a job - you'll enjoy a career with a future and the opportunity to make a lasting difference in the lives of those around you. **Pay from \$16.00 - \$20.00 per hour depending on experience! Job runs from June to August 23, 2024.** Equal Opportunity Employer.

#### **POSITION SUMMARY:**

The **LIT/CIT Director/ (Leader-in-Training and Counselor-in-Training)**

**Director** works with the Camp Director and Leadership team to provide management and guidance to a group of CIT and LIT campers, as they prepare to become future Camp staff. The CIT Director, together with Camp Director, help plan, organize, and execute the summer CIT/LIT program.

Provides quality experiences for children, parents, and staff which is focused on the YMCA core values of caring, honesty, respect, and responsibility.

#### **ESSENTIAL FUNCTIONS:**

1. Responsible for the safe and effective operation of a sub-camp unit, consisting of 20-40 campers and 2-3 staff members.
2. Plan and teach the daily CIT/LIT training period during the first two weeks of summer, overseeing the evaluation process.
3. Keeps accurate daily and session long attendance for all campers, submits it to the camp office staff daily and at the end of each camp week.
4. Communicates with parents through a bi-weekly newsletter and manages any difficulties within the program that may arise.
5. Communicates with the office staff about dismissal and pick-up changes.

6. Meets regularly with leadership team members and program team members in regards to their the LIT/CIT experience.
7. Attends to camper and staff issues and takes steps to resolve problems in a timely and professional manner.
8. Serves as a short-term substitute counselor as needed in another unit.
9. Assists in the planning and delivery of staff training and meetings.
10. Plans and implements program activities that are culturally relevant, developmentally appropriate, and consistent with YMCA values.
11. Adheres to program standards including safety and cleanliness standards.
12. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
13. Prepares for and participates in camp activities that include Family Fun Nights, theme days, dress up days. (All leadership staff are required to attend all Family Fun Nights).
14. Communicates timely, openly and effectively with all camp staff regarding issues of concern or safety of staff and campers.
15. Attend all leadership meetings.
16. Maintains positive relations with parents and other staff. Models relationship-building skills in all interactions.
17. Assist with other camp tasks and additional responsibilities as assigned by Camp Director.

### **QUALIFICATIONS:**

1. **Must be 21 years or older with a college degree or equivalent professional experience.**
2. Previous leadership experience working with children, preferably in a day camp setting.
3. Experience preferred in one or more of the following areas: outdoor living, archery, boating, camping, songs/music, skits, sports, aquatics, recreational games, etc.
4. CPR, First Aid, certifications and Child Abuse Prevention training within 30 days of hire date.
5. Previous experience with diverse populations preferred.

### **PHYSICAL DEMANDS:**

Ability to plan, lead and participate in a range of activities in a variety of outdoor/indoor settings.

Maintain a neat and orderly appearance adhering to the MetroWest YMCA Day Camp dress code.

Be able to lift a minimum of 25 lbs. Updated health form on file.

Qualified and interested applicants please submit a cover letter and resume to [Employment@metrowestymca.org](mailto:Employment@metrowestymca.org) or apply online.

**TO APPLY, CLICK HERE TO FILL OUT THE APPLICATION. THEN, SAVE YOUR APPLICATION AND EMAIL IT TO EMPLOYMENT@METROWESTYMCA.ORG**