

GENERAL INFORMATION	
Job Title:	Counselor in Training (CIT) Coordinator
Department:	Programming
Start Date:	June 2 nd , 2025
Immediate Supervisor:	Program Manager

JOB DESCRIPTION SUMMARY
Under the supervision of the Program Manager, the CIT Coordinator works as part of the programming team to implement the summer CIT program. In collaboration with the Recreation Program Animator-Teen the CIT Coordinator will oversee and mentor a group of teens (13-15) who participate in the CIT Program. This position involves creating a positive and supportive learning environment for the CIT's, ensuring their development as future recreation employees. The CIT Coordinator will be responsible for planning, implementing and supervising CIT's whilst also helping to maintain the standards and safety of our Summer Fun Day Camp.

CORE RESPONSIBILITIES AND DUTIES
<ul style="list-style-type: none"> ● To plan, develop, implement, and evaluate the summer CIT Program in conjunction with the Summer Fun Day Camp. ● Create a positive atmosphere, which boosts self-esteem and general self-concept of all participants. ● Work closely with Camp Coordinators to ensure the smooth integration of CIT's into the overall daily operations, including assisting with younger campers and supporting camp animators. ● Facilitate weekly training sessions for the CIT's on topics such as conflict resolution, communications, leadership and more. ● Supervise CIT's and act as a mentor, providing feedback on behaviour, teamwork and leadership to assist them in their development as future recreation professionals. ● Provides guidance and demonstrate appropriate interaction, teamwork and play methods. ● Participate in weekly camp animator debriefs to provide constructive feedback to the CIT's. ● Ensure safety precautions are adhered to and enforced related to programming activities. ● Advocate an equal opportunity environment and implement practices supportive of diversity and ability by adapting programming to varying levels depending on participants. ● Demonstrates ideals of a positive role model. Completes documentation and reports such as incident and accident reports for events that occur. Ensures filing and follow-up. ● Maintains close communication with program managers of all issues concerning the CIT Program and Summer Fun Day Camp ● Encourages the use of Kanien'keha amongst participants and incorporates language into the programming. ● Encourages a positive attitude and healthy lifestyle to members. ● Intervene and implement tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.
Perform any other job-related duties as required by the Immediate Supervisor.

ACCOUNTABILITY
<ul style="list-style-type: none"> ● To act in emergency situations and make immediate decisions according to established safety protocols. ● To provide a safe environment for KYC members to participate in programming activities. ● To ensure the successful implementation of KYC programming. ● To provide supervision and guidance to KYC members while they participate in programming activities. ● To determine the most effective ways to organize KYC activities to maximize KYC member participation. ● To decide on the best methods to promote KYC programming and activities to the community. ● To gauge interests of the KYC members and develop ideas to adapt programming to meet those interests in conjunction with the Programming Team and Programs Managers ● To project the lifestyle of positive role model. ● To maintain confidentiality and adhere to KYC policies and procedures.

WORKING CONDITIONS
<ul style="list-style-type: none"> ● 37.5 hours a week. ● Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities. ● Exposure to outdoor weather conditions and the elements during field trips as well as other scheduled KYC activities. ● Moderate stress levels associated with working and interacting with children and adults in a supervisory capacity.

QUALIFICATIONS	
Education and Experience Requirements	<ul style="list-style-type: none"> • High School Diploma, plus four (4) years of experience working with youth, preferably in a camp setting. • Experience in leadership roles, such as mentoring, coaching, or teaching would be an asset. • Strong interest in youth development and mentoring • Current Certification in First Aid and CPR • A valid driver's license is an asset.
Knowledge, Skill, and Ability Requirements	<ul style="list-style-type: none"> • Excellent communication and leadership skills • Knowledge of mentorship methods geared toward children and young adults. • Experience in program development and planning • Problem-solving skills • Knowledge of computer programs (MS Office) • Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community • Sensitivity and openness to cultural traditions, diversity, and willingness to adapt services to reflect cultural traditions and norms. • Lifestyle of a positive role model • Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts. • Knowledge of Kanien'keha and French languages is an asset

Incumbent

Date

Immediate Supervisor

Date

Director of Operations

Date