

Assistant Camp Director/CIT Director

Being an Assistant Camp Director/CIT Director is a position of significant responsibility but comes with an equally significant opportunity to prove your capabilities for positions of greater responsibilities. It can bring a lifetime of friendships. It will call you to be organized, to stay ahead of the program, to mold future camp staff and leaders. It will cause you to grow and mature as you assist others in doing so. That's the magic of Camp Toccoa.

Responsible to: Camp Director

Qualifications:

- Must be 21 years of age or older
- Must be a college graduate or rising Senior
- Ability to work with young adults aged 18 and older
- Ability to work with older campers in the LIT/CIT program
- Dependable: this is a commitment from mid-May until early August
- Ability to work collaboratively with toward goals established by the Board
- Ability to work outdoors and maintain a safe environment for staff and campers
- Ability to supervise, give direction, problem-solve, give corrections. Also, understand when to ask for assistance
- Complete the following training prior to or during staff training: First Aid, CPR-AED.
- Optional training includes Lifeguarding, Climbing Tower, Wilderness First Aid

General Responsibilities:

To assist the Camp Director in the management of summer camp responsibilities for Camp Fire Georgia's Camp Toccoa and Camp Owanyake, and specifically to oversee the Leader-In-Training and Counselor-In-Training programs for rising 11th and 12th grade campers.

Specific Responsibilities:

- General knowledge of American Camp Association Standards
- Assist in conducting a prescribed training for staff prior to the beginning of summer camp sessions
- Assist in maintaining personnel records and documentation of training, skill verifications, contracts, background checks, health records, etc. for staff during onboarding process
- Conduct a prescribed program in leadership development for LIT and modified staff training for CIT campers.
- Assist the Director in activities such as Flag Raising, meals and announcements, All Camp activities, Flag Lowering, creating Unit Duty rosters, staff management

Other information:

This is a commitment from staff training (online in May & on-site beginning May 22) through July 30th. Staff will be paid for staff training week in the final paycheck. Those not fulfilling the obligations of the summer will forgo compensation for staff training.

Agreed to by:

Board Member/Camp Director

Staff Member

Date