



## Day Camp CIT Supervisor Position Description

**Position Title:** Day Camp – CIT Supervisor  
**Department:** Youth and Camp  
**Classification:** Temporary, Non-Exempt  
**Supervisor:** Day Camp Director  
**Salary:** \$18.50 per hour

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities or requirements of this position. Employees are expected to perform other functions as assigned or requested to further support the organization's mission.*

### Position Summary

Temple Akiba's Day Camp CIT Supervisor works with Day Camp Director to train, supervise and evaluate the 9th and 10th grade CITs in their progress towards becoming counselors at Akiba Day Camp. The CIT Supervisor utilizes the CIT Handbook and coordinating programs to teach a variety of skills in the areas of personal growth, team work, communication, responsibility, camper development, program creation and implementation, etc. Akiba Day Camp's CIT Supervisor reports directly to Temple Akiba Day Camp Director.

### Essential Position Responsibilities

- Create a warm and welcoming, safe and secure camp atmosphere and environment
- Supervises CIT participants and ensures safety, development, growth, skill achievement, and general well-being
- Develop, plans, leads, and implements age and content appropriate camp programs and trainings
- Is knowledgeable of, enforces, and follows all safety guidelines and emergency procedures as well as knowing whereabouts of CITs at all times.
- Consistent, honest, respectful communication with counselors, Unit Heads, other leadership and the Day Camp Director
- Creates CIT schedules prior to Camp with assistance from the Camp Director and through use of the CIT handbook and other beneficial training resources
- Participate in and complete all camp evaluations within the time expectations
- Serve as a positive role model
- Attend all meetings and trainings prior to and at camp as assigned
- Maintain the highest quality of courtesy, friendliness and service toward campers, visitors and other staff
- Understand and support Temple Akiba's and the Day Camp's mission, vision, and values
- Work effectively with all staff members
- Additional responsibilities may be assigned

### Skills

- Ability to supervise counselors
- Knowledge of child development
- Knowledge of Jewish history, traditions and culture
- Ability to plan and lead programs
- Ability to communicate effectively



*Our light shines brighter together*

### Education, Experience and Requirements

- Completed Sexual Harassment Prevention Training
- Completed Mandated Reporter Training
- Complete Background Check and Fingerprinting
- CPR/First Aid/AED Certified
- Attend all staff meetings and unit meetings as assigned

### Supervisory Responsibilities

Responsibilities include training, planning, assigning and directing work flow; goal setting, appraising performance; addressing complaints and resolving problems. Responsibilities are to be carried out in accordance with Temple Akiba's policies and applicable laws.

### Physical Demands

While performing the duties of this job, the Day Camp CIT Supervisor is regularly required to sit, stand, use hands to finger, handle or feel objects or controls, reach with hands and arms, and talk or hear. This person is required to move about the entire camp facilities and grounds, throw, catch, bend, squat, and kick amongst other related movement. It is also necessary to and lift and carry up to 50 lbs.

### Work Environment

Day Camp and responsibilities will occur at an offsite park, pool, and field trip locations that are not owned or under the control of Temple Akiba. In addition, Day Camp utilizes indoor and outdoor spaces of Temple Akiba. The environment consists of indoor facilities, field trip locations, and outdoor play areas and pools.

### Acknowledgement:

I have read and received the Day Camp Unit Head position description. I understand that this description is a summary of responsibilities and is not intended to be an all-inclusive list. My position may include additional responsibilities as required. My signature below indicates receipt of this document and does not alter the at-will employment relationship in any way. If I have any questions about my position description or about my position I may contact my supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name Printed