

Counselor-in-Training (CIT) **(Missouri Valley Conference)**

Position Description

A. Position Overview

Counselor-in-Training, or CIT, references individuals who are ages 14-17 and interested in learning the responsibilities and duties of becoming a future lead counselor through experience. A competent CIT will willingly take on the responsibility of supervising and mentoring youth between the ages of 7 and 12 as well as undertaking some planning and teaching tasks for both small and larger groups of youth. To be an excellent CIT, you must have good communication and teamwork skills and be interested and willing to learn and try out new experiences. CITs will assist with planning and managing some activities that take place during the sessions and will shadow lead Counselors to learn the responsibilities and duties of being a lead counselor.

B. Reports To

Directly responsible to the Camp Directors, Youth & Children's Ministry Director of the Missouri Valley Conference and the appointed Youth Programs Coordinator. Also responsible to lead counselors in which they are assigned.

C. Relationship Hierarchy

- 1) Missouri Valley Conference President & Executive Board
- 2) Youth & Children's Ministry Director
- 3) *Youth Programs Coordinator*
- 4) Camp Directors and Program Directors
- 5) Camp Staff and Counselors
- 6) **CITs and Volunteers**

D. Main Duties and Responsibilities (to Junior Camp Sessions)

- 1) Assist in Supervising & Managing a Group of Youth throughout the Duration of the Session
- 2) Build Relationships, Mentor and Counsel Junior Camper Attendees
- 3) Ensure Rules are Obeyed and the Safety of Participants is Maintained, at all times
- 4) Work with the Team of Counselors to Plan, Organize & Manage Games/Activities for Youth
- 5) Address Situations/Issues that Arise During the Session with Christian Demeanor
- 6) Maintain Session Schedule and Ensure Youth are Accounted for and On-Time
- 7) Attend and Participate in Necessary Trainings and Meetings

E. Shared Duties and Responsibilities

- 1) Promote Programs and Camping Sessions
- 2) Abide by All Confidentiality Requirements
- 3) Report and Maintain Appropriate Records
- 4) Write and Deliver Christian Devotions

F. Qualifications

- 1) Must be a Christian and in good standing with the Advent Christian Denomination.
- 2) Must be of strong Christian character and a Christian example to the community.
- 3) Must be able to work harmoniously with others (both above and below rank).
- 4) Must be willing to demonstrate strong Christian leadership & passion for youth ministry.

G. Preferred Skills and Experience

- 1) Communication (in person, electronic and by phone)
- 2) Speaking Skills (one-on-one, small and large groups)
- 3) Youth Camp Experience
- 4) Willingness to learn and try Leadership and People Management Skills

H. Selection

*Interested individuals should prayerfully consider God's direction for their lives and also complete an application online or contact the Youth & Children's Ministry Director.

- 1) Applications will be reviewed by a Review Committee made up of the Youth & Children's Ministry Director of the Missouri Valley Conference as well as the appointed Youth Programs Coordinator and/or applicable Camp Directors and Counselors.
- 2) Follow up information and interviews may be requested at the discretion of the Review Committee.
- 3) CITs may be affirmed or reapply annually through a review and evaluation process led and determined by the Youth & Children's Ministry Director.

I. Success of the Role

The ideal candidate will be successful in building Christ-like relationships with younger youth and leading youth throughout daily routines and activities. They will be passionate about working with a mentor counselor as well as young youth, helping to deliver a high-quality experience in which campers are fed spiritually and prepared for the future. They will be able to assist with the responsibilities of lead counselors and willing to learn how to plan, write and deliver engaging devotions, activities and games throughout each junior camp session, on a level suitable for the ages in attendance. The successful CIT will strive to put God first and allow Him to lead in all of their decisions, actions and thoughts.