



American Dance Training Camp

The ULTIMATE Overnight Dance Camp!

www.AmericanDanceTrainingCamp.com

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CIT Job Description

Job Title: Counselor-In-Training (CIT)

Reports To: Instructor-Counselors (IC) during dance classes; ICs, Junior Instructor-Counselors (JICs) and Program Director (PD) outside of dance classes

Position Purpose: CITs assist JICs as primary caregivers for groups of campers and assist ICs in dance classes. CITs assist JICs in planning, choreographing and teaching elective dance classes, coordinating and carrying out camp activities and guiding campers in their personal growth.

Essential Job Functions:

- Participate as camper in 3-5 dance classes a day (Monday – Friday), totaling approximately 4-5 hours of daily dance instruction.** *The core dance techniques offered at ADTC are hip hop, jazz and theatre dance (theatre dance also incorporates basic ballet). Dance elective classes offered can include lyrical, modern, Latin jazz, tap, etc. Dance classes are organized by age and overall ability level across disciplines. Once placed, campers remain within the same group for all dance classes that session. We expect to keep dance classes to no more than 14 students per class. Each class meets daily, but times and locations may vary day- to-day. To determine ability, a “dance screening” takes place each Sunday night (the first night of each session week).*
 - Act as leader and positive role model for other campers in each aspect of dance class: warm-ups, across-the-floor work, conditioning, combinations, etc.
 - Assist JICs in choreographing and teaching an elective dance class for campers to perform in the Friday Night Show (the elective class/es offered during each session depends on the specialties of that week’s JICs).
- When not in dance classes, CITs help out around camp as camp counselors** - assisting in the direction, supervision and organization of campers in their living unit, within activities and throughout the camp.
 - Apply basic youth development principles in working with campers through communication, relationship development, respect for diversity, involvement and empowerment.
 - Assume role as counselor and assist JICs as primary caregivers to small group of assigned campers, helping them with social conflicts, homesickness, personal problems, etc.
 - Assure campers are properly supervised at all times.
 - Be aware of and implement safety guidelines.
 - Work in ADTC’s Canteen (camp store), arts & crafts room, computer lab, etc., as assigned.
- Participate enthusiastically in the development and implementation of program** activities for campers within the mission and outcomes of ADTC (examples of activities include “American Dance Idol” night, camp fire night, horseback riding, Bromley Thrill Zone field trip, dance discussion, swimming, hiking, arts & crafts, canoeing, field games, flying trapeze and may other activities/events).
 - Assist with the teaching of day and evening program activities, both camper-mandatory and camper-optional, as assigned by the Program Director.
 - Actively participate in all program areas as assigned.
 - Provide for the progression of activities within the framework of individual and group interests and abilities.
 - Assist in program areas such as swimming, canoeing, horseback riding, hiking, all-camp activities, and arts and crafts as directed.

- Assist JICs in planning, organizing and leading campers in “dance discussions” (examples: nutrition, dance history, performance anxiety, etc.) at least one afternoon per session.
4. **Act as “team leader” to a group of campers.**
 - Help to inspire and lead team through team activities and competitions during each session.
 - Organize and lead “team meeting” each night after curfew.
 5. **Maintain high standards of health and safety** in all activities for campers and staff.
 - Provide for the daily care of each camper within your supervision including recognition of personal health & hygiene needs.
 - Ensure that campers receive their medications as directed by Program Director and camp nurse.
 - Be alert to camper and staff needs and assist them with personal and / or health problems, and discuss with Program Director and / or camp nurse when appropriate.
 - Be alert to equipment and facilities to ensure utilization, proper care, and maintenance is adhered to; report repairs needed promptly to Program Director.
 6. **Be a role model to campers and staff** in your attitude and behavior.
 - Be accessible, responsible and a positive influence on campers throughout all facets of camp.
 - Socialize with campers and other staff members during mealtime, free time and around camp.
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example for campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

Other Job Duties:

- Contribute to verbal and written evaluations and communication as requested.
- Attend nightly all-staff meetings.
- Provide ongoing program ideas to Program Director and other staff.
- Perform any health care task beyond those assigned as needed.
- Work cooperatively with all staff employed by facility ADTC is leasing.
- Be knowledgeable of outside health resources.
- Attend pre-camp staff training (as described in pre-interview “staff packet”).

Relationships:

- CITs report directly to Instructor-Counselors (ICs) during dance classes and ICs, Junior Instructor-Counselors (JICs) and the Program Director (PD) outside of dance classes.

Equipment Used:

- Music Players (iPod speakers, iPods, karaoke machines, CD players, etc.)
- Assist campers with washers and dryers

Qualifications:

- Must be 16 or older.
- Must have attended ADTC as a camper at least one previous summer.
- Current certification in first aid and CPR (provided by ADTC during staff training).
- Must submit health history record and examination form prior to first day of work.
- Successful completion of criminal background checks process.
- Non-US Citizens MUST have US work visa as a condition of employment.

Knowledge, Skills, and Abilities:

- Must be a talented and experienced dancer capable of assisting dance classes (warm-ups, across-the-floor work, and routines to perform at the Friday Night Student Showcase).
- Must love teaching and sharing your passion for dance.
- Must be a mature, responsible, fun-loving individual.
- Must love kids and love being a positive role-model.
- Must be ready to help make ADTC a great summer experience for everybody, including yourself!
- Ability to accept supervision and guidance as well as organize and oversee activities of staff and campers.
- Ability to establish and maintain effective and productive working relationships and customer service within a diverse and multicultural environment.
- Ability to interact with all age levels.

Physical Aspects of the Position:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Endurance to walk long distances, hike, climb, etc.
- Hand-eye coordination and manual dexterity to manipulate outdoor equipment (large canoes for example) and camp activities.
- Ability to lift up to 25 lbs.
- Willing to live in a camp setting and work irregular hours with limited or simple equipment and facilities, daily exposure to the sun, heat, etc.

Counselor-In-Training Compensation:

- **FREE Tuition** for returning (plus full room & board).
- **½ Off Tuition** for all first-year CITs (plus full room & board)

Bonus Potential:

- **Camper Referral** – CITs who refer new campers to ADTC earn \$25 per camper if they enroll (no limit!). Make sure the first-time campers you refer put your name in the “Referred By” section of their enrollment form.

Current Staffing Needs

At minimum, we seek to have two CITs staffing each camp session. Beyond this, our needs will be dependent on the number of registered campers in each session. We intend to maintain a counselor-camper ratio of 1:7. As registrations continue to come in daily through the first day of camp and beyond, it is impossible for us to know definitively how many CITs per session we will need. Once the two CITs per session are hired, ADTC can only promise to extend firm job offers to the remaining willing and available applicants on a rolling basis, as soon as a session's enrollment warrants additional hires.

Counselor-In-Training Agreement

I understand the expectations of the Counselor-In-Training position as outlined in the Counselor-In-Training (CIT) job description. My signature below indicates that, if hired to work at American Dance Training Camp (ADTC) as a CIT, I will strive to not only meet but exceed the expectations set forth for the CIT position. I understand that if I consistently do not meet the expectations of the ADTC Director, I may be dismissed from camp immediately and without pay at any time during any session.

I certify that I am fully capable of assisting dance classes of all levels (beginner – advanced) in the following dance disciplines:

I understand that my employment at ADTC is dependent upon enrollment. My signature below indicates I am willing and able to be hired by ADTC at any time when enrollment in the following sessions might warrant my hiring: (*indicate sessions you are available*)

I understand that, if extended a job offer by ADTC for a specific session/s and I accept I will be agreeing to forego all other job leads or potentially conflicting activities I may have been pursuing, including any performance opportunities. I further understand that, due to circumstances such as low enrollment or other factors, ADTC may not hire me at all.

I have read, understand, and by my signature consent to these statements.

Print Name: _____

Signature: _____ Date: _____