FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: CIT Coordinator
Employee Classification: Seasonal
Reports to: Leadership and Trips Director

Status: Exempt
Revision Date: 10/2026

POSITION SUMMARY:

The CIT Coordinator will oversee the Counselor in Training (CIT) program, schedule and supervision of campers in the program. They will serve as a member of the summer Leadership team, coordinating with cabin counselors to ensure excellence in camper and staff experience and program delivery. The CIT Coordinator will facilitate CIT camper's development of skills in leading activities, outdoor living, and how to work with children. This role will lead a multi-day backpacking trip, provide camper feedback and debriefs. A willingness to comply with YMCA driving rules and Colorado Department of Transportation regulatory requirements to be approved to operate YMCA vehicles is required.

OUR CULTURE:

We firmly believe in our mission of putting Christian principles into practice through programs, staff, and facilities in an environment that builds healthy spirit, mind, and body for all. The YMCA of the Rockies staff are key players in helping cultivate an environment of healthy living, youth development, and community impact on our breathtaking properties outside Rocky Mountain National Park. This is a place where nature inspires, and staff lead with heart. We are committed to being welcoming to ***all*** people and to making a difference in the lives of our members, guests, and staff. The work each staff member does matters. We count on our staff to provide extraordinary mission-based experiences for our guests and for each other.

ESSENTIAL FUNCTIONS FOR ALL CAMP CHIEF OURAY STAFF:

- Create a safe space for all campers, families, and staff. Promote safe work practices to allow for development and growth for all.
- Possess the mental, social, and emotional skills necessary to build rapport and positive relationships, putting camper needs first
- Respond to camper and customer requests for service, troubleshoot problems and develop solutions in a patient and respectful manner.
- Contribute to a cooperative and positive camp community, be a team player
- Be responsible for the upkeep of the camp facility and cleanliness of camp. Report any repairs in a timely manner.
- Assist other departments as needed

ESSENTIAL FUNCTIONS:

- Training
    - Participate in Leadership and staff training prior to working with campers
    - Assist with the coordination and implementation of curriculum for staff training. Evaluate trainings after delivery.
    - Train seasonal staff on how to engage CIT campers during shadowing periods

  - Train campers on the skills and policies needed for meaningful participation in the program
  - Educate campers to a Leave No Trace Level 1 certification
- Supervisory
  - Co-lead backpacking trip the first week of each CIT program and subsequently supervise campers throughout duration of their camp session
  - Act as "on-duty" staff for one stayover weekend throughout the summer
- Program
  - Become familiar with total camp program
  - Work effectively in a shared leadership position
  - Become familiar with backpacking route, activities, and emergency procedures
  - Participate as a member of the summer Leadership team to plan, direct, and supervise summer camp programs and functions
  - Ability to observe staff and camper behavior, assess its appropriateness, enforce safety regulations and emergency procedures
  - Responsible for CIT camper assignments to special activities and cabin counselor pairings
  - Coordinate with Leadership and Trips Director on camper events including off property days and service projects
  - Facilitate camper development of skills in summer camp traditions/activities, outdoor living, and facilitation
  - Responsible for checking the safety and operation of all equipment prior to each trip, keeping it in working condition and reporting any damage upon return
  - Create and distribute a program journal/handbook for all campers at the start of each session
  - Keep journal or record of each camper and their progress. This might also include a daily record of activities and notable incidents.
  - Assist with Trail Department duties and organization, food packing and trip logistics as needed
  - Assist LTP Director, Assistant LTP Director, or Summer Camp Director with corrective action for counselor interactions with CITs as requested.
- Meetings
  - Meet with campers several times a week to monitor progress and address questions and concerns
  - Meet with each camper individually at the end of their session to present written feedback and discuss potential roles at CCO in the future
  - Meet weekly with cabin counselors about camper performance, feedback and coaching
  - Meet with Leadership and Trips Director for your pre-season goals, mid-season and end of season feedback
- Reports/Evaluations

- Complete and present written feedback to each camper at the end of their session
- Write an end of season report of the CIT program, facilities, equipment and recommendations for the future

- All other duties as assigned

REQUIREMENTS/QUALIFICATIONS:

- Minimum of 21 years of age
- Willingness to comply with YMCA and Colorado Department of Transportation rules to be approved to operate YMCA vehicles, including 15-passenger mini-buses.
  - Must conduct all vehicle operations within the DOT Regulatory Requirements that apply to the position's specific driving duties.
  - Must have a valid US Driver's license or, if required, a Commercial Driver's License.
  - Must have a satisfactory driving safety record (Verified by MVR Review)
  - Must have the ability to obtain a DOT Medical Card (Complete DOT Physical) in order to perform driving duties.
  - Drivers must pass a pre-employment drug test.
  - Drivers must complete a YMCA driver training program.
- Experience working with youth in a summer camp setting
- Current certification in Wilderness First Aid or willingness to obtain certification
- Relevant combination of education, training and/or experience related to outdoor education, backpacking, backcountry travel and living
- Possess effective leadership, supervisory, administrative, organizational and communication skills
- Ability to prioritize tasks and efficiently manage time
- Basic understanding of computer systems and networks
- Must have current certification in CPR/First Aid or be willing to obtain certification

GENERAL YMCA OF THE ROCKIES REQUIREMENTS

- Uphold and reflect the YMCA core values of Caring, Honesty, Respect, Responsibility, and Faith in all functions
- Uphold the YMCA of the Rockies Mission, policies, and programs.
- Possess and demonstrate excellent customer service skills; for example, friendly, personable, helpful, patient, and professional.
- Support the YMCA of the Rockies safety program. Promote safe work practices and a safe environment for guests, members, and staff.
- Promote a cooperative, positive, and flexible atmosphere while working with others in a diverse community.
- Attend required abuse risk management training and report suspicious or inappropriate behaviors and policy violations.
- Commitment to diversity, equity, inclusion, and antiracism is required.
- Must meet acceptable criminal background check standards.

- All other duties as assigned.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Be able to work inside and outside in all weather conditions
- Be able to hike on rugged terrain
- Must be able to lift 25 pounds, climb/work on ladders and in tight spaces.

ENVIRONMENTAL SUSTAINABILITY COLLABORATION:

Support organizational environmental sustainability goals through regular and effective collaboration and communication with sustainability leadership.

ADDITIONAL INFORMATION:

YMCA of the Rockies is a **Praesidium-accredited** organization. Our hiring process reflects the values and standards of Praesidium and other accredited organizations. For more information about Praesidium accreditation, please visit https://www.praesidiuminc.com/

Note: Employees are held accountable for all duties of this job.
This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.