



01/12/2023

## COUNSELOR IN TRAINING VOLUNTEER POSITION DESCRIPTION

### I. Position Overview:

<b>Title:</b>	Counselor in Training (CIT)
<b>Opportunity:</b>	2023 Summer Camp Season June 12 – August 11
<b>Commitment:</b>	Must be available 8 AM – 3:30 PM Monday – Friday of selected weeks Minimum of 2 weeks during camp season. Weeks don't have to be consecutive.
<b>Requirements:</b>	Age 13 – 17.
<b>Reports to:</b>	Environmental Educator/Camp Manager

### II. Position Summary:

Summer Camp CIT Volunteers assist the Environmental Educators with implementing quality summer camp programming for children ages 4 -12.

- A. Camp Preparations and Planning. This involves assisting with classroom set up before camper arrival and after pick-up.
- B. Camp Instruction. This involves assisting Environmental Educators in classroom management, leading hikes, demonstrations, projects, crafts and games as needed. These volunteers will also assist camper drop-off and pick-up as well as assist with monitoring camper health and safety.
- C. Other. Volunteers in this role will complete required daily timekeeping, attend pre-camp orientations and trainings, and assist with other projects and duties as needed or assigned.

**III. Preferred Qualifications & Skills:** This is a role for 1<sup>st</sup>-time volunteers or returning volunteers that aren't 16 yet. Ideally, CIT volunteers will have an interest in working with pre-k, elementary or middle school age students. Additionally, successful candidates will have an interest in nature, being outdoors, facilitating discovery, enthusiasm, flexibility, dependability, good sense of humor, and positive attitude.

### IV. Application Procedure:

Please visit <https://shakerlakes.org/youth-opportunities/> to access the application forms.

Returners:	Please complete the online form <a href="#">Camp Volunteer Interest Form</a>
New Applicants:	Please complete the online <a href="#">NCSL Youth Volunteer Application</a>
References:	Please ask two references to fill out the online <a href="#">NCSL Volunteer Reference Form</a>
Inquiries:	Contact the Volunteer Manager at <a href="mailto:volunteer@shakerlakes.org">volunteer@shakerlakes.org</a> or 216.321.5935 x237

**\*\* Supplemental position information provided on pages 2 & 3. \*\***



## **Environmental Education Department**

### **Expectations for Outdoor Adventure Camp (OAC) Youth Volunteers**

**PARENTS-** We strive for excellence with our Outdoor Adventure Camp program and expect the same from the young adults in this program. Teens in this program have identified growth in leadership, confidence in working with children, scientific knowledge and comfort in the outdoors. If you are wondering if your teen is ready for this program, please review the following expectations, as well as the attached rubric for areas of competency we will be looking for in our candidates during the group interview process

#### **OAC Youth Assistant Volunteers are expected to:**

- Commit to the mission of the Nature Center to preserve the land, connect to nature and inspire stewardship.
- Commit to a minimum of 2 weeks (8:00 AM – 3:30 PM) during the summer.
- Work independently and as a part of the OAC Program team.
- Be on time and prepared each day for the program by bringing necessary materials, lunch and water bottle, dressing appropriately and following directed and appropriate procedures.
- Be enthusiastic, friendly, open to new experiences and willing to work with Nature Center staff.
- Treat other OAC Youth Program participants and Nature Center staff and campers with respect.
- Assist campers and put their needs first throughout the day, whether during a hike, lunch, games, crafts or participating in activities in the classroom or outdoors.
- Assist in maintaining a safe and healthy environment for campers, fellow volunteers and Nature Center staff. Please remember to not engage in any “horseplay” activity with or around the campers.
- Communicate clearly and professionally in person, on the phone and via email during the application process and during the summer.
- Arrive and depart/ be picked up in a timely fashion without adult supervision.
- Utilize problem solving skills and positive leadership to assist instructors in playing games, doing crafts, leading songs and completing projects with the campers.
- Accept feedback as a part of the learning process and strive to improve their performance.
- Make the camp experience enjoyable and fun by interacting with the campers.
- Assist with the set-up and clean-up of camp day.
- Assist the instructor with daily tasks as needed.
- Ability to hike 3-5 miles and carry 10 pounds.
- Failure to comply with the rules and procedures of the Nature Center or who fail to satisfactorily perform their volunteer assignment are subject to dismissal.



## Outdoor Adventure Camp (OAC) Interview Rubric

A group interview is conducted to introduce the Outdoor Adventure Camp Expectations to the applicant and for Nature Center at Shaker Lakes' staff to get to know the applicant. During the interview, staff will note interactions and rank them based on the following criteria.

Competency	Poor	Average	Excellent
<b>Application Materials</b> <i>(including written interview materials)</i>	<ul style="list-style-type: none"> <li>Short non-descriptive answers</li> <li>Many grammatical errors</li> </ul>	<ul style="list-style-type: none"> <li>Needs more details about experiences</li> <li>Few errors (grammar/format)</li> </ul>	<ul style="list-style-type: none"> <li>Detailed description of experiences and skills</li> <li>Perfect grammar/formatting</li> </ul>
<b>First Impression</b>	<ul style="list-style-type: none"> <li>Does not shake hands</li> <li>Minimal eye contact</li> <li>Does not smile</li> <li>Poor hygiene/appearance</li> <li>Late to Interview</li> </ul>	<ul style="list-style-type: none"> <li>Weak handshake</li> <li>Forced smile</li> <li>Acceptable hygiene/appearance</li> <li>On time to Interview</li> </ul>	<ul style="list-style-type: none"> <li>Firm handshake</li> <li>Genuine smile</li> <li>Confident body language</li> <li>Excellent hygiene/appearance</li> <li>Early to Interview</li> </ul>
<b>General Attitude</b>	<ul style="list-style-type: none"> <li>Passive/indifferent</li> <li>Extremely shy/nervous</li> <li>Forced participation</li> </ul>	<ul style="list-style-type: none"> <li>Seems interested but could speak up more about experiences</li> <li>Somewhat shy/nervous</li> <li>Actively participated when asked</li> </ul>	<ul style="list-style-type: none"> <li>Interested and enthusiastic</li> <li>Asked questions</li> <li>Actively participated</li> </ul>
<b>Content of Answers</b>	<ul style="list-style-type: none"> <li>"Yes" or "No" answers and fails to elaborate</li> </ul>	<ul style="list-style-type: none"> <li>Gives well-constructed responses, but sounds rehearsed or unsure</li> </ul>	<ul style="list-style-type: none"> <li>Gives well-constructed, confident responses that are genuine</li> </ul>
<b>Speaking Ability</b>	<ul style="list-style-type: none"> <li>Speaks too quietly or loudly</li> <li>Inappropriate language</li> <li>Lots of "umms" and fidgeting</li> </ul>	<ul style="list-style-type: none"> <li>Mumbles occasionally</li> <li>Minimal "umms" and fidgeting</li> <li>Conversation starts and stops</li> </ul>	<ul style="list-style-type: none"> <li>Speaks clearly at all times</li> <li>No distracting mannerisms</li> <li>Easy to converse with</li> </ul>
<b>Problem Solving/ Initiative</b>	<ul style="list-style-type: none"> <li>Chooses not to participate in solving the problem or working with the group</li> <li>Needs verbal directions repeated and explained more than once</li> </ul>	<ul style="list-style-type: none"> <li>Offers some suggestions to solve problems</li> <li>Demonstrates some effort to help the group work together</li> <li>Reacts once verbal directions are given with little additional instruction</li> </ul>	<ul style="list-style-type: none"> <li>Involves the whole group in creating plans and solving issues</li> <li>Takes initiative to get input from all group members</li> <li>Anticipates directions and follows directions easily</li> </ul>
<b>Awareness/ Alertness to Surroundings</b>	<ul style="list-style-type: none"> <li>Little to no awareness of surroundings</li> </ul>	<ul style="list-style-type: none"> <li>Shows awareness surroundings</li> </ul>	<ul style="list-style-type: none"> <li>Shows awareness of surroundings and points out dangers that they see</li> </ul>