



120 Howeville Road Fitzwilliam, NH 03447 | www.fleurdeliscamp.org | 603.585.7751

SEASONAL JOB DESCRIPTION

POSITION TITLE: CT Director(s)

REPORTS TO: Assistant Director

PURPOSE: To manage the day-to-day schedule and support of the CT leadership program at Fleur de Lis Camp. This position is a member of the administrative leadership team.

PRINCIPLE DUTIES:

1. All-Camp Responsibilities:

- a. Participate and assist actively in pre-camp training. Role model adherence to procedures and policies of camp and embodying camp's values, mission and culture during the summer season.
- b. Create a welcoming community for every individual at Fleur de Lis including campers, parents, alumnae, perspective campers and all visitors. This welcome community is emphasized by significant attention to parents/family of campers in your tent/cabin on Opening Days, Visiting/Family Days, and Closing Days.
- c. Foster a camp community spirit centered around caring and respect. This includes caring and respect for the physical buildings and environment of camp and all the individuals who make up the camp community.
- d. Participate and encourage enthusiastic participation from all campers, CTs (Counselors-in-Training) and staff in all camp programs, activities, traditions, and safety rules in a supportive, caring and fun environment.
- e. Mentor, support and discipline behaviors as necessary for all campers and CTs.
- f. Communicate with Counselors, Unit Heads, Administrative staff, and the Nurse if support is needed or if there are any concerns for any camper.

2. CT Responsibilities:

- a. As an in-coming or out-going CT Director, assist in CT Application review as able. Support pre-season information to CTs and parents.
- b. Assist in opening camp for the season. Plan and train camp staff about the CT leadership program during pre-camp and plan and train CTs upon arrival to camp.
- c. Manage CT patrols for on duty and free time.
- d. Coordinate on and off-site time off opportunities for CTs.
- e. Assign CT tent/cabin assignments taking into consideration suggestions and needs from the Unit Heads and Director.
- f. Communicate with CT Parents before and during the summer season.
- g. Meet with CTs by level regularly to deliver program curriculum, debrief field and activity experiences and to provide general information about day to day camp operations.
- h. Ensure that the CT leadership program is progressive from 1st to 2nd year. CTs should leave the program ready to teach camp classes within their area of focus and be a cabin/tent counselor.
- i. Manage CTs and their leadership in implementing Squads for campers. Ensure the accuracy of each squad's work; check in with squads regularly to ensure proper understanding of duties.

- j. Plan community service opportunities for CTs to participate in with special emphasis on community support opportunities in Fitzwilliam, NH. Provide an individualized list to the CT and a copy to the Camp Director at the end of the season.
- k. Work with the Waterfront Director and Program Director to provide opportunities for certification/renewal related to camp activities, lifeguard, archery etc.
- l. Provide written feedback to CTs based on personal observations in activities and in the field and incorporating feedback from Field Staff and administrative staff.
- m. Meet with 2nd Year Seniors before the end of the season to share information about the CT leadership program for the following season. In conjunction with the Assistant Director collect feedback from Senior Staff and other staff for each 2nd Year Senior related to readiness for the CT Program.
- n. Coordinate CT Ceremony.
- o. Ensure the cleanliness of the CT Cabin and cabin(s); and their leadership of general cleanliness around camp.
- p. Meet regularly with the Assistant Director and the Camp Director to share observations and notes from meetings with CTs.
- q. Be aware of general camp risk management and documentation needs as events arise.
- r. Attend Administrative team meetings and assist the team in leading all campers, CTs and staff for the summer season.
- s. Assist in the closing of camp for the season; write end of the season report.
- t. Attend the annual Leadership planning retreat.

3. Other duties as assigned.

QUALIFICATIONS:

- 1. At least 21 years of age; previous residential camp staff supervision experience.
- 2. Acceptance and adherence of the principles and mission of Fleur de Lis Camp.
- 3. Interest, knowledge, and/or skill in the camp setting and to work in a fast-paced environment.
- 4. Enthusiasm, sense of humor, patience, problem solving skills, self-control and discretion with personal and confidential information.
- 5. Integrity, maturity, responsibility, good character, and good judgment.
- 6. Ability to take initiative and ensure completion of tasks with limited supervision, but a willingness to accept guidance when needed.
- 7. Strong communication and interpersonal skills appropriate to an outdoor and child centered environment.
- 8. Have a current driver license and good driving record.

ESSENTIAL FUNCTIONS:

- 1. Ability to effectively communicate and work with campers and staff to create a positive living experience for girls.
- 2. Ability to provide quality instruction to campers and staff.
- 3. Visual and auditory ability to identify and respond to environmental and other hazards related to camp.
- 4. Ability to maneuver through camp and carry 45 pounds.