

**Position Title:** Assistant Leader in Training Director  
**Department:** Program  
**Report to:** L.I.T. Director or designate

**General description:**

The Assistant L.I.T. Director, alongside the L.I.T. Director, is responsible for leading the Leader in Training program (four weeks) and the Pre L.I.T. program (one week), if offered. As a team of two they will teach a variety of leadership skills through a variety of sessions, hands on practice, printed resources, participation and by enthusiastic example. The program is designed to challenge and encourage the L.I.T.s to grow in their faith, develop leadership skills for camp and all areas of life, apply problem solving strategies and work as a team.

**Specific Responsibilities:**

1. Teach hard and soft skills.
  - a) Soft skills: group dynamics, leadership and communication styles, camper characteristics, inclusion, conflict resolution, worship and Bible study leadership, job search
  - b) Hard skills: canoeing, archery, low ropes, tripping skills, First Aid/CPR
2. Provide ongoing support to each individual L.I.T. in their journey of maturing from camper to staff and encourage them to define and work toward their individual goals and objectives.
3. Meet all ACQ (Association Des Camps du Quebec) certification standards for Counselors-in-Training and adhere to all GCCRC policies including what is set out in the GCCRC staff manual.
4. Attend all pre-camp training sessions, including staff orientation weekend in May.
5. Assist staff members in supervision of L.I.T.'s by providing them with clear instructions and expectations.
6. Assist other staff members in motivating and utilizing L.I.T.'s to enhance cabin life and work with campers and operations teams.
7. Work with the program staff to provide opportunities for programming with L.I.T.'s, e.g. "Scrap the Schedule."
8. Facilitate the smooth running of L.I.T. living quarters and meeting areas.
9. Lead L.I.T. Bible study sessions, highlighting their importance, particularly on trips.
10. With L.I.T. Director, develop resources and prepare equipment for the L.I.T. program, trips and special projects.
11. Prepare and submit a final written report to the Managing Director.
12. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.
13. Within reasonable limits, perform other duties as assigned by the Managing Director.

## **Qualifications and Necessary Skills:**

1. Minimum 1 years' experience in camping program and/or youth ministry. Counselling experience preferred.
2. Demonstrate a strong Christian faith and a willingness to serve.
3. Strong leadership skills with an ability to teach and facilitate.
4. Excellent communication, organizational and planning skills.
5. Ability to work in a team.
6. Standard first aid and CPR; preference may be given to those with NLS qualifications.
7. Canoeing experience with ORCKA certification would be an asset.
8. Possess a valid Police Records Check with Vulnerable Sector check

**Screening Procedure:** In accordance with the *Leading with Care* policy of The Presbyterian Church in Canada, screening of adults involved in ministry with children and youth includes completing a teacher/ leader form, and, in the case of prospective teachers/ leaders, an interview by two people, a reference check, and a Police Records Check for high risk ministries.

**Support, Supervision and Evaluation:** The Assistant L.I.T. Director reports directly to the L.I.T. Director, and is welcome and expected to bring joys and concerns to the LIT Director's attention at any time. The two are expected to be mutually supportive. A written performance appraisal will be completed by the LIT Director at the end of the contract.

**Schedule and commitment:** 9 weeks, June to August. The Assistant LIT Director position is a 24 hour responsibility, with time off each day to be arranged with the LIT Director, in light of schedule and responsibility. Staff receive one continuous 32 hour period off each week.