



Position: Assistant Leaders in Training (LIT) Director

Reports to: Managing Director (MD)

Schedule and commitment:

June to August. This is a 24-hour responsibility, when LIT campers are on site, with time off each day. In addition, staff receive one 32 hour period off each week.

General description:

Working with the LIT Director in the planning and the execution of the LIT Program at Gracefield Christian Camp and Retreat Centre. The Assistant LIT Director shares the responsibility for the preparation of curriculum, scheduling, and the supervision of the LIT Campers.

Assistant LIT Director, working with the LIT Director to:

1. Develop lesson plans and teach hard and soft skills.
 - a. Soft skills such as; group dynamics, leadership and communication styles, camper characteristics, inclusion.
 - b. Hard skills such as; canoeing, archery, low ropes and tripping skills.
2. Provide ongoing support to each individual LIT camper in their process of maturing from camper to staff and encourage them to define and develop their individual goals and objectives.
3. Be aware of and adhere to all ACQ (Association Des Camps du Québec) standards and camp regulations and policies including what is set out in the GCCRC staff manual.
4. If required by the ACQ attend the ACQ Leader in Training Director training.
5. Assist the Managing Director in the planning and implementation of the pre-camp orientation program; attend all pre-camp training sessions.
6. Order program supplies with approval of the Managing Director.
7. Organise LIT participation within the camp program outlining the expectations and responsibilities of each role.
8. Assist other senior staff members in supervision of LIT campers by providing them with clear instructions and expectations.

9. Assist other staff members in motivating, and utilising LIT campers to enhance cabin life and work with campers in overnight camp programs and guests through weekend programs.
10. Work with the rest of the staff team in providing opportunities for programming with LIT campers.
11. Organisation the smooth running of LIT living quarters and meeting areas.
12. Lead LIT Bible study sessions encourage its importance particularly on trips.
13. Assist with promotion of the LIT program and conduct interviews of potential LIT candidates.
14. Develop resources and equipment for the LIT program, work projects, special programs, general schedule and volunteer opportunities.
15. Coordinate with the Managing Director and Wilderness Director to plan the LIT out trip.
16. Conduct LIT evaluations, design and administer a final exam as per ACQ standards.
17. Prepare and submit a final written report to the Managing Director.
18. Participate fully as a program staff member and by word and deed encourage a faithful Christian witness.

Within reasonable limits, perform other camp duties as instructed by the Managing Director.