

# **LIT Director Job Description**

The LIT Director is responsible for the development of younger staff in the Tekoa summer season. Their primary goal is to support and encourage Leaders-In-Training in their growth and development. The LIT Director is also responsible for coordinating the efforts of the support staff in the service of camp. The LIT Director reports to the Executive Director and Assistant Director.

## **Responsibilities**

1. Attend trainings and weekly staff meetings.
2. Help plan and facilitate LIT training.
3. Work with the Day Camp Director to support LITs serving in the Day Camp program area.
4. Schedule LITs for daily and weekly duties.
5. Lead and participate in LIT devotion times.
6. Administrative duties.
7. Work with Community Life Coordinator and Logistics Coordinator to schedule LITs for support responsibilities.
8. Practice and enforce all camp safety regulations and emergency procedures.
9. Participate in “all-camp” activities.
10. Abide by all camp policies and covenant agreement.
11. Responsible for the health and well being of self and assigned LITs.
12. Serve on Summer Planning Team (SPT)
13. Perform all other duties and roles assigned by the Director and Assistant Director.

## **Specific Duties**

1. Attend trainings and weekly staff meetings.
  - The LIT Director must attend a spring planning weekend and the two-week staff training prior to serving for the summer.
  - Staff meetings take place every Saturday, as soon as campers depart, and on Sunday at 1:25 pm, before campers check-in. The LIT Director must be present and on time.
  - In-service trainings take place during the summer. The LIT Director is required to attend all in-service trainings that pertain to their summer role.
2. Help plan and facilitate LIT training.
  - It takes multiple staff and resources to train the Tekoa staff and volunteers. The LIT Director is one of those resources. They are to work in conjunction with the Director, Assistant Director and SPT to effectively guide Tekoa’s training. The LIT Director must arrive at least 3 days prior to Senior Staff training to assist with the planning process.
  - After the two-week Senior Staff training, the LIT Director becomes the direct leader and planner for LIT training weeks. This includes two separate weeks of LIT training. The LIT Director will have access to other administrative, senior staff and resource staff to assist with these trainings.
  - Training components for LITs are (but are not limited to) parachute games, rainy day games, waterfront games, challenge course, interest groups, elementary song and s’more night, nature activities, large group games, individual group games, campfire, candlelight service, leading devotions, behavior management, appropriate touch, camp policies, parent/camper communication, and emergency procedures.
3. Work with the Day Camp Director to support LITs serving in the Day Camp program area.
  - Provide support and guidance to LITs serving in Day Camp. LITs are a vital role in making Camp Tekoa’s Day Camp ministry programs happen. LITs may have an opportunity to serve as an FGL in Day Camp.
  - Assist the Day Camp Director with:
    - Daily check in and check out
    - Camper behavior management
    - Program schedules
    - Assignments for LITs and staff in Day Camp
    - Taking photos for and producing end of week slideshow
    - All Day Camp events including but not limited to Day Camp Swim, Song&Smore, etc.
  - Schedule and facilitate daily debriefs with these LITs.
4. Schedule LITs for daily and weekly duties.
  - The LIT Director is to attend Sunday night master scheduling.
  - Promote activities to FGLs that LITs can lead at master scheduling.
  - Assign LITs to lead specific group activities each day.

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5. Lead and participate in LIT devotion times.
  - Be present and on time for morning devotion (quiet time).
  - Plan and lead LIT devotions.
  - Take time to discuss activities in relation to LIT's Christian walk.
  - Actively participate in the praise and worship at weekly campfires.
6. Administrative duties
  - The LIT Director is responsible for supervising the LITs throughout the summer.
  - Monitor and observe LIT leadership, communication and service, providing feedback that allows them to improve in these areas.
  - Assist the Summer Planning Team with LIT weekly group and housing assignments.
  - Help with weekly camper check-in and check-out.
7. Work with Community Life Coordinator and Logistics Coordinator to schedule LITs for support responsibilities.
  - Working with the Logistics Coordinator schedule LITs for giving breaks, serving meals, setting the dining hall, nightly duties and general camp cleanup.
  - Working with the Community Life Coordinator, schedule LITs for Interest groups and Skills.
8. Practice and enforce all camp safety regulations and emergency procedures.
  - Maintain group control at specialized group activities so that the support staff can focus on safety.
  - Refer to staff manual to be sure all safety regulations and emergency procedures are being followed.
9. Participate in "all-camp" activities and large group activities.
  - "All-camp" and large group activities include, Sunday group games, Sunday and Friday camp fires, Thursday talent shows, elementary song and s'more night, Friday slide show and picnic, 4<sup>th</sup> of July celebration, etc...
10. Abide by all camp policies and covenant agreement.
  - Camp policies are sent out prior to staff training and discussed in detail during staff training. All staff and volunteers are to abide by these policies.
  - The covenant agreement is a signed agreement stating your willingness to adhere to Camp Tekoa's policies.
11. Responsible for the health and well-being of self and assigned LITs.
  - The LIT Director is responsible for meeting their own personal health and hygiene needs, including, taking prescribed medications.
  - During LIT training, allow LITs time to take care of personal hygiene including, showers, brushing teeth, etc... In addition, allow them time to visit the nurse for daily medications or to treat injuries or illness outside of your level of care or training.
12. Serve on Summer Planning Team (SPT)
  - Join in weekly planning meetings and give feedback into staff roles and camp needs
13. Perform all other duties and roles assigned by administrative staff.
  - Because this role is an Administrative (support staff) role, things come up. Be prepared to be flexible.