



## Camp Fire Inland Northwest Seasonal Staff/Volunteer

The purpose of this form is to detail the specific job requirements drawn from the related Job Class Specifications. Other Information specific or unique to this position are outlined herein.

<b>Name:</b>	<b>Salary: \$60.80/day</b>	<b>Duration: Summer 2017</b>
<b>Position Title:</b> Swim Counselor	<b>Position Location:</b>	Camp Fire Camp Dart-Lo - Spokane, WA
<b>Responsible to:</b> Pool Director	<b>Camp Director:</b>	Sarah Rossman

**GENERAL REQUIREMENTS OF ALL STAFF:**

- Plan, participate in, revise, and evaluate programs designed for individual campers, small groups, unit groups, and all-camp that will follow the Camp Fire Philosophy of Camping and the objectives of Camp Dart-Lo.
- Attend all required meetings on time, prepared and willing to participate.
- Complete necessary paperwork on time.
- Care for and maintain the equipment and facilities assigned or as needed.
- Know basic facts about Camp Fire Inland Northwest and its programs.
- Be prepared and willing to accept a share of camp responsibilities, which are not "spelled out" in the job description.
- Uphold health and safety rules to ensure well-being of campers and staff at all times.
- Responsibly carry out camp events and bus duty as required.
- Bring complaints or concerns directly to supervisor or Camp Director

**MINIMUM QUALIFICATIONS/NECESSARY SKILLS:**

- Enjoy working with children
- Current Lifeguard, WSI, first aid and CPR-PR certifications.
- Verbal communication skills using tact and diplomacy.
- Self-motivated and ability to manage time and human energy effectively.
- Ability to lift and carry a minimum of 35 pounds.

**SPECIFIC JOB REQUIREMENTS:**

- Carry out safety regulations, emergency procedures and proper use of equipment.
- Maintain high standards in swimming instruction and testing under American Red Cross guidelines.
- Strive to make swimming a positive experience for all campers, staff, and community swim program participants.
- Evaluate camper/staff swimming ability, assign to swimming levels, and recognize achievements and participation through verbal feedback and proper documentation.
- Assist with daily maintenance of the pool, pool area, equipment and main camp as needed.
- Assist with regular inventory of equipment and check of their condition.
- Plan and implement non-swim program for inclement weather.
- Supervise campers in the changing rooms and around pool area.

Employee's Signature:		Date:	
Parent Signature (for applicants under 18 years of age:			
Original to be <b>returned with 10 days from receipt</b> for Employee File. <b>Copy</b> to be retained by employee.	Camp Director's Signature:		