



Job Description

Camp Fire Inland Northwest Seasonal Employee

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.

Duration: Summer 2017

Salary: \$2,548/season

Position Title: Mentor Counselor

Position Location: Camp Fire Camp Dart-Lo - Spokane, WA

Responsible to: Unit/Program Director

Camp Director: 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 first aid and CPR 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:

- Lead and guide campers each week, offering personalized attention and experiences by following the camp curriculum for the specific age group.
- Supervise PALs and CAs as assigned. Evaluate their performance weekly or as required.
- Serve as a deck staff as needed during swim times. Supervise campers in the changing rooms and pool area during swim time.
- Lead and teach a variety of camper planned activities, including but not limited to: outdoor skills, nature, cooking, hiking, games, crafts, singing, All-Camp and challenge activities.
- Supervise and assist campers in housekeeping duties, and overall cleanliness of camp.
- Instruct campers in rules, safety regulations and emergency procedures (ie. fire drills, evacuating camp).
- Provide mentoring, program planning support and guidance with facilities and supplies to Unit Counselors.

CAMP FIRE INLAND NORTHWEST

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206
Telephone: 509 747 6191 x10 or 800 386 2324 x10 • Fax: 509 747 4913
E-mail: campfire@campfireinc.org • Website: www.campfireinc.org

Light the fire within