



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: \$3,430/season
Position Title: Pool Director	Position Location: Camp Fire Camp Dart-Lo - Spokane, WA
Responsible to: Camp 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:

1. Enjoy working with children
2. 21 years of age. Two years administrative/supervisory experience, prefer in aquatics
3. Current Lifeguard, WSI, first aid and CPRPR certifications
4. Excellent verbal communication skills using tact and diplomacy
5. Self-motivated and ability to manage time and human energy effectively
6. Ability to talk about camp swim program in a concise, persuasive, enthusiastic manner
7. Ability to lift and carry a minimum of 35 pounds

SPECIFIC JOB REQUIREMENTS:

1. Direct and supervise the pool staff and all pool activities:
 - Assess basic abilities, hold white cap drills, recertify and test LGT and CPRPR.
 - Assign swim classes and guard duty schedules/positions.
 - Hold regular pool staff meetings. Manage conflicts, staff communication.
 - Assign a pool staff to be responsible for the pool in your absence.
 - Evaluate performance weekly, mid-season and end-of season of all pool staff.
 - Supervise deck staff. Provide feedback when needed.
2. Evaluate participant swim ability, assign levels, and recognize achievements/participation. Maintain permanent records. Submit appropriate forms to American Red Cross.
3. Plan and implement non-swim program for inclement weather.

CAMP FIRE INLAND NORTHWEST

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Light the fire within

4. Train all staff/campers/community participants on facilities, lookout, daily and emergency procedures. Strictly enforce health and safety rules for use of the facilities and equipment.
5. Consult with the Assistant Camp Director regarding campers' health and limitations. Inform swim counselors as necessary.
6. Supervise health care at the pool. Administer/record first aid. Inform ACD.
7. Ensure that the pool, pool area, equipment and changing rooms are kept neat and clean.
8. Supervise and teach facility maintenance- Adding/testing/documenting chemicals daily, vacuuming/backwashing weekly, restocking bathrooms, other daily responsibilities, etc.
9. Communicate with parents, community participants, vendors, Camp Fire office, etc.
10. Collect money for community swim programs, receipt and submit deposits regularly.
11. Manage then report incidents/problems/emergencies, equipment orders/repairs needed, etc. to Camp Director immediately.