



## 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:** Volunteer

**Position Title:** Program Specialist

**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:**

- 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:**

- Inform staff of facilities, program and supplies available, honors earned by campers in appropriate special activity (crafts/nature/archery/outdoor skills/store). Set up a schedule to teach special activities to camper groups daily.
- Maintain special program areas by tracking inventory, keeping area organized and assisting counselors in requisitioning supplies.
- Provide support and weekly theme ideas to counselors. Plan and implement weekly All-camp activities. Assist in planning and implementing weekly repeat camper program, as needed.
- Operate the camp store. Train staff and repeat-campers to assist, keep accurate record of inventories, sales and camper accounts.
- Assist with administrative responsibilities as needed. Monitor supplies/forms needed by the staff (parent notes, honors, rec sheets, planners, etc.). Track attendance, make appropriate phone calls.
- Assist in preparing/updating ACA standards.
- Inventory and purchase supplies, food, milk and equipment, as approved by the Camp Director. Submit petty cash and all receipts and invoices to the Camp Director.

### **CAMP FIRE INLAND NORTHWEST**

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**Light the fire within**

- Prepare daily am and pm snack and missing camper lunches.
- Prepare weekly menus and food requisitions for special snacks and cookouts. Assist counselors in preparing for weekly cookouts.
- Organize and supervise camp “Extra Spicy” programs. Inform staff and campers of programs available each week. Recruit participants as needed to meet program minimums.
- Train staff and campers on excursion procedures. Ensure they are followed on all trips.
- Drive for camp emergencies, errands, programs, etc. Conduct vehicle safety checks. Attend field trips and excursions, as needed.
- Assist in staff training/supervision, as needed. Temporarily relieve staff for breaks/absences etc.