

## Camp Fire Inland Northwest Job Description

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.



**Position Title:** Program Specialist

**Primary Position Location:** Camp Dart-Lo, Spokane, WA

**Responsible to:** Camp Director

**Salary:** Volunteer

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### GENERAL REQUIREMENTS OF ALL STAFF

- Visual, physical, and auditory ability to identify and respond to environmental and other hazards related to the camp setting.
- Abide by health and safety rules to ensure well-being of campers and staff at all times.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to observe and evaluate camper behavior; enforce safety regulations and emergency procedures; and apply appropriate behavior-management techniques.
- Prepare the necessary reports, inventories, and records as assigned.
- Plan for and carry out the care and maintenance of the equipment and facilities assigned.
- Know the basic facts about the program of Camp Fire.
- Display a willingness to accept a reasonable share of camp responsibilities, and other duties as assigned.
- Prepare for and participate in the meetings and conferences of the staff.
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Abide by established procedures and policies covered during staff training, in Camp Staff Practices and Guidelines, and Code of Conduct.
- Successfully pass a state, local and federal background check. Successfully pass a search in the U.S. Department of Justice National Sex Offender public database.
- Willingness to work at alternate camp locations; state and camp applicable wages apply.

### MINIMUM QUALIFICATIONS/NECESSARY SKILLS

- Experience working with children.
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group; be a good role model and mentor.
- Ability to accept supervision and guidance.
- Ability to teach a variety of activities.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### SPECIFIC JOB RESPONSIBILITIES

- Lead campers through agreed upon specialty activity each week, providing them with personalized attention and experiences.
- Plan, participate in, and evaluate the program designed for individual campers, small groups, and unit groups, and all-camp activities that will follow the Camp Fire philosophy of camping and the objectives of Camp Dart-Lo.
- Be on time and participate in camp events, activities, and meals.
- Participate with campers and staff in all-camp activities.
- Understand, observe, and model camp rules and safety regulations; be familiar with the Specialist's role with regard to emergency procedures, i.e., fire drills, evacuating camp, etc.
- Observe campers for signs of illness or fatigue and report to the Camp Nurse.

## CAMP FIRE INLAND NORTHWEST

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- Supervise and assist campers in cleaning up after their activity and the overall cleanliness of camp.
- Assist in planning all-camp activities, as scheduled.
- Notify appropriate camp personnel of maintenance and safety needs, as necessary.
- Complete all session paperwork; this includes but is not limited to: bead sheets, post cards, evaluations, record sheets, and inventories.
- Attend volunteer orientation or staff training prior to leading activities.
- Temporarily fill other positions in camp and assist with camper supervision in when not focused on primary duties.

### **ESSENTIAL FUNCTIONS**

- Possess the strength and endurance required to maintain constant supervision of campers.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Good physical shape to travel on rugged camp property quickly.
- Ability to lift and carry a minimum of 15 pounds.

Appointment/Employment is at will. Camp Fire Inland Northwest Council is free to determine that continued appointment/employment of any staff member is not in its best interest and is free to discharge that staff member, with or without cause.

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