



Camp Fire INW Employees 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: Assistant Camp Director - Operations **Salary** \$50 per day

Name: **Position Location:** Camp Sweyolakan, Coeur d'Alene, ID

Responsible to: Camp Director **Camp Director:**

Special Notes Regarding Employment: Salary includes room and board, and free use of laundry facilities including laundry detergent. Additional Pay Opportunities if signed up for extra events.

Pre-approved Unavailable Dates:

GENERAL REQUIREMENTS OF ALL STAFF

- Current CPR and first aid certifications.
- 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 Sweyolakan.
- 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.
- 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.
- Be responsible for table in the Dining Hall, providing adequate supervision and follow Dining Hall procedures.
- Responsibly carry out bus and boat duty, as needed.
- Prepare for and participate in the meetings and conferences of the staff.
- Bring complaints or problems directly to Assistant Camp Director or Camp Director.
- Be on time and participate in camp events, activities and meals.
- Abide by established procedures and policies covered during staff training, in Sweyolakan Employee Practices and Guidelines, and Code of Conduct.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury).
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers and staff.
- Ability to observe and evaluate camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Possess the strength and endurance required to maintain constant supervision of campers.

MINIMUM QUALIFICATIONS

- At least 21 years of age.
- Previous camp staff experience.
- Maturity to work under pressure and make decisions and seek assistance when appropriate.
- Desire and ability to work with children and adults in camp setting.
- Ability to creatively schedule programs, facilities, and staff.
- Ability and experience in supervising camp staff and campers.
- Ability to relate to, communicate with, and maintain positive approach when dealing with staff and campers.
- Ability to set up a demonstration area and establish a program to teach skills.
- Ability to accept supervision and guidance.
- Possess excellent character and integrity, good role model and mentor, and be adaptable.
- Enthusiasm, sense of humor, patience, and self-control.
- Valid state driver's license and maintain good driving record.
- Ability to work well with others; be a good role model and mentor.
- Ability to prepare foods for special groups (i.e., people with eating disorders, diabetes, etc.).

CAMP FIRE INLAND NORTHWEST

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206-2406
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MINIMUM QUALIFICATIONS (continued)

- Knowledge of standards of food preparation, serving, and kitchen procedures.
- Secure an Idaho Safe Food Handling Permit.
- Current CPR and first aid certifications

SPECIFIC JOB RESPONSIBILITIES

- Maintain regular communication with Camp Director and assume role of Camp Director in the temporary absence of the Camp Director.
- Ensure camp operations meet the needs and interests of the camp's target populations and ensure delivery in a safe and quality manner.
- Supervise the Health and Wellness Assistant and Office Coordinator.
- Lead Operations Meetings.
- Evaluate performance of all direct reports with written evaluations.
- Monitor and assist in staff relations in camp.
- Monitor and assist staff with camper relations.
- Assist in staff training and any on-going training of the staff.
- Meet with the bugler by 5:15PM the first day of the session to orient him/her to the bugling schedule, location of bugling stations and supervise throughout the session.
- Supervise Gypsy and Staff Banquet Committees, as applicable to Operations.
- Help staff the camp office as needed.
- Prepare/Maintain a "Black Book" (procedures manual, duty manual, how-to manual)
- Adapt to camp resources, conditions, and program.
- Some duties may be reassigned and other duties may be assigned as required.
- Responsible for maintaining all ACA standards and assuring the Camp Fire, Inland Northwest Council is within those standards at all times.

ESSENTIAL FUNCTIONS

- Ability to properly assess condition of food and store properly.
- Ability to assist campers and staff in emergency (fire, evacuation, illness, or injury)
- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers.
- Have a valid driver's license.
- Deliver camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
- Implement crisis and risk management procedures.
- Ensure delivery of programs and activities appropriate to the camper population.

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

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