



## 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:** Camp Office Coordinator      **Salary**      **\$30 per day**  
**Name:**      **Position Location:** Camp Sweyolakan, Coeur d'Alene, ID  
**Responsible to:** Assistant Camp Director -      **Camp Director:**  
Operations

**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 experience in office procedures (i.e., filing, answering telephones, photocopying, meeting public, etc.)
- Ability to use a computer including Microsoft Word, Excel, and QuickBooks.
- 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 to relate to, communicate with and maintain positive approach when dealing with staff and campers.
- 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 maintain and manage store accounts of camper and staff.
- Experience and/or education in general accounting procedures.
- Ability and desire to work in a camp setting.

## **CAMP FIRE INLAND NORTHWEST**

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**Light the fire within**



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- Good character, integrity, adaptability, and enthusiasm.

### SPECIFIC JOB RESPONSIBILITIES

- Maintain regular communication with Assistant Camp Director - Operations.
- Requisition and maintain in good, safe condition, equipment and supplies. Order office and camp supplies as requested and approved (i.e. luggage tags, program materials, etc.) through the designee at the Camp Fire office.
- Direct invoices to the Camp Director.
- Answer phones and make phone calls to parents as directed by Camp Director to obtain missing paperwork or communicating other camp related business.
- Reconcile the bus and boat rosters within an hour of camper arrival and communicate to Camp Fire office any discrepancies in the rosters versus campers actually attending camp.
- Provide the Food Service Director a total weekly number for meal counts no later than 3 pm on the first day of each session – sooner if possible.
- Assist in setting up camp office and camp store.
- Print and distribute Camper Bunk Notes (emails) daily – to be completed prior to lunch for distribution during Me-Time to campers.
- Mail is to be put in the mailbox on the dock immediately after breakfast and collected prior to lunch for distribution into unit mailboxes – sometimes mail delivery is delayed and must be sorted and distributed while the campers are at lunch.
- Care Packages purchased through Camp Fire are to be distributed once per session, on the same day for every unit. Always verify packages placed in units for distribution against the master Care Package roster.
- Operate Camp Store.
- Distribute and collect AIKD postcards to/from staff members each session; all postcards should be accounted for prior to Camp Director's distribution of final paycheck.
- Collect Outing Planning Sheets, Rosters, any paperwork containing camper information from camp staff and maintain in file folders to be returned to the Camp Fire Office at the end of the season.
- Perform office tasks (typing, computer, filing, answer phone delivering accurate messages, etc.).
- Maintain, copy, and distribute information as appropriate throughout camp (e.g. release forms and rosters)
- Prepare/Maintain a "Black Book" (procedures manual, duty manual, how-to manual).
- Assist in staff training and any on-going training of the staff, as requested.
- Temporarily fill other positions in camp and assist in providing staff breaks, if needed.
- Participate in All-Camp activities and other activities, as requested.
- Drive Camp Fire vehicles for camp emergencies, doctor visits, etc. if eligible.
- Other duties as assigned by the Camp Director.

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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