



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: Challenge Course Program Director **Salary** **\$40 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 19 years of age.
- Training and experience with adventure/ropes course programs (must be documented); prefer someone highly experienced.
- Ability to coordinate adventure/ropes course program using a course designed for camp.
- Ability to maintain course in excellent working condition.
- Have strong work ethic, communication skills and leadership ability.
- Desire and ability to work with children outdoors.
- Ability to accept guidance and supervision.
- Ability to relate to one's peer group, be a good role model and mentor.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

CAMP FIRE INLAND NORTHWEST

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206-2406
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SPECIFIC JOB RESPONSIBILITIES

- Conduct daily check of equipment for safety, cleanliness, and good condition.
- Requisition and maintain in good, safe condition, equipment and supplies.
- Be familiar with ACA standards for ropes course.
- Evaluate all facilitators in accordance with ACA standards.
- Check equipment and make (or file for) repairs.
- Plan and implement the ropes course program for camp.
- Inform staff of facilities, program and supplies available.
- Coordinate ropes course schedule with camp program objectives.
- Teach low and high ropes with the aid of the unit staff.
- Facilitate and schedule ropes course with Program Director for staff use.
- Assist in opening and closing of camp.
- Assist in camp time off schedules as requested.
- Participate in all-camp activities and other activities as requested.
- Assist with camper supervision in assigned unit as needed when not on the ropes course.
- Notify appropriate camp personnel of maintenance and safety needs as related to the ropes course program.
- Conduct initial and end-of -season inventory, and store equipment for safety.
- Keep records on all participants; help them progress from beginner to advanced levels.
- Follow standard rules applicable to ropes course, rappelling, etc.
- Assist in packing all materials and supplies when season ends.
- Evaluate current season and make recommendations for equipment, supplies, and program for following season.

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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