

## 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:** Leadership Program (CIT) Director

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

**Responsible to:** Camp Director

**Salary:** \$45 per day

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

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### **GENERAL REQUIREMENTS OF ALL STAFF**

- Current CPR, First Aid, and AED certifications.
- 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**

- 3-5 seasons of camp staff experience; or equivalent.
- Experience working with youth.
- Desire and ability to work with children and adults in the camp setting.
- Ability to creatively schedule programs, facilities, and staff.
- Experience supervising staff and campers.
- Has ability to organize and train youth in all aspects of resident camping.
- Ability to relate to one's peer group; be a good role model and mentor.
- Understands the philosophy and objectives of camping and the Camp Fire Counselor In Training (CIT) program and has the ability to pass this knowledge on to others.
- Ability to accept guidance and supervision.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

## **CAMP FIRE INLAND NORTHWEST**

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### SPECIFIC JOB RESPONSIBILITIES

- 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.
- Responsibly carry out bus and boat duty, as needed.
- Be on time and participate in camp events, activities and meals.
- Be responsible for heading a table in the Dining Hall, providing adequate supervision, and following Dining Hall procedures.
- Facilitate CIT participants' development of skills in camp activities, outdoor living, and leadership necessary to work effectively with children.
- Instruct CIT participants following the national Camp Fire Counselor-In-Training Course.
- Interpret and coordinate the CIT program with appropriate camp staff as it relates to their campers and units.
- Keep records throughout the CIT program and provide written evaluation at program close.
- Evaluate each CIT participant regarding progress within the CIT program.
- Participate in Unit Director training and assist with staff training, as requested.
- Be responsible for the welfare of each individual in the unit and do all possible to solve challenges.
- Coordinate plans of unit with those of other units and all-camp activities.
- Represent unit at weekly meetings and brief staff on all issues pertaining to unit.
- Be knowledgeable about the health, eating habits, and diets of CIT participants.
- Monitor general condition of the unit, and ensure CIT participants are displaying care and responsibility to camp and their unit.
- Direct the opening and closing of the unit in accordance with established procedures. Keep the Camp Director informed of any needs or problems within the unit.
- Coordinate unit records: record sheets, evaluations, post cards, etc.
- Prepare/maintain a "Black Book" (procedures manual, duty manual, how-to manual).
- Ensure all training materials are returned to the Camp Fire Office at the end of the season for updating.
- Temporarily fill other positions in camp and assist with camper supervision in assigned unit when not focused on primary duties.
- Other duties as assigned by the Camp Director.

### 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.
- Must hold a Food Handler Permit valid in the State of Idaho.

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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