

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: Camp Office Coordinator

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

Responsible to: Camp Director

Salary: \$30 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.

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

- Previous experience in office procedures (i.e., filing, answering telephones, photocopying, meeting public, etc.)
- Desire and ability to work with children and adults in camp setting.
- Ability to relate to, communicate with, and maintain a positive approach when dealing with staff and campers.
- Ability to accept supervision and guidance.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- Experience and/or education in general accounting procedures.
- Ability and desire to work in a camp setting.

SPECIFIC JOB RESPONSIBILITIES

- 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.
- Maintain regular communication with Camp Director.
- Be on time and participate in camp events, activities and meals.

CAMP FIRE INLAND NORTHWEST

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206-2406 org • Telephone: 509 747 6191 or 800 386 2324 • Fax: 509 747 4913
E-mail: campfire@campfireinc.org • Website: www.campfireinc.org

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- 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 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
- Assembly and distribution of Care Packages purchased through Camp Fire website
- 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 with camper supervision in assigned unit when not focused on primary duties.
- Participate in All-Camp activities and other activities, as requested.
- Drive Camp Fire vehicles for camp emergencies, doctor visits, etc. if eligible.
- Responsibly carry out bus and boat duty, as needed.
- 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.
- Ability to use a computer including Microsoft Word, Excel, and QuickBooks.

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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