

Camp Fire Inland Northwest Work Agreement

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: Aquatics Program Director

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

Responsible to: Assistant 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.

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

- At least 2 years training and experience in waterfront activities, supervision, and management.
- American Red Cross Lifeguard certification
- Current WSI (Water Safety Instructor) certification
- Desire and ability to work with children outdoors.
- Ability to accept guidance and supervision.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.
- Ability to relate to one's peer group, be a good role model, and mentor.
- Knowledge of personal water craft safety.
- Previous camp staff experience.
- Ability to creatively schedule programs, facilities, and staff.
- Experience supervising staff and campers.

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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SPECIFIC JOB RESPONSIBILITIES

- 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.
- 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.
- Temporarily fill other positions in camp and assist with camper supervision when not focused on primary duties.

STAFF SUPERVISION

- Direct and supervise the waterfront staff and all aquatic activities on both waterfronts (Main Camp and Kiwan Echo).
- Train waterfront staff in established waterfront policies and procedures and proper use of equipment.
- Hold regularly scheduled waterfront staff meetings and in-service trainings.
- Assign waterfront staff to swimming classes, guard duty stations and times, and extra swim time (e.g. evening swim).
- Evaluate performance of all waterfront staff with written evaluations.
- Monitor and make corrections of waterfront staff as soon as possible (immediately if necessary or in private if not imminent risk) for actions that put the health and safety of campers at risk or not following policies and procedures.
- Help ensure morale of staff by monitoring that staff gets enough rest, time off, and that recreational opportunities are available to them.
- Coordinate the evaluation of staff swimming ability and personal water craft skills.

PROGRAM AND CAMPER AREAS

- Evaluate camper swim ability, assign to levels, and recognize achievements and participation.
- Teach assigned waterfront activities including: swimming, canoeing, boating, fishing, sailing, etc.
- Coordinate waterfront activities with unit programs and all-camp programs.
- Plan and implement afternoon non-swimming programs for rainy days.
- Strictly enforce health and safety regulations for use of the facilities and equipment.
- Consult with the Camp Nurse regarding campers' health and limitations. Inform swim instructors, as necessary.
- Participate in swimming instruction and life guarding.
- If credentialed, provide instruction in the Waterfront Module and Life Guard Training where possible.

ADMINISTRATIVE DUTIES

- Ensure waterfront program, equipment, and facilities are compliant with all applicable ACA standards.
- Train all staff and campers on facilities, equipment (includes boats), daily procedures, program possibilities, and emergency procedures.
- Assign emergency duties with input from Leadership Team.
- Report any injuries immediately to the Camp Nurse and Camp Director or Assistant Camp Director.
- Complete end of session paperwork, including: honors, ranks, swimming cards, etc.
 - Submit ARC swim records in a timely manner.
 - Ensure swim records and class record sheets are completed weekly and recorded electronically. All records are turned in to office manager for filing at the end of the season.
 - Back electronic files up to camp provided flash drive.
- Inform Office Coordinator of any needs for paperwork or record keeping supplies before running out.
- Assign a waterfront staff to be responsible for the waterfront in any necessary absence.

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- Inspect waterfront and equipment for safety and general condition to include, but not limited to, cleanliness or needed repairs; complete necessary maintenance paperwork.
- Participate in supervisor training and assist with staff training as requested.
- Represent waterfront at weekly meetings, bring input/concerns from all members of the waterfront and assign boats for overnights.
- Direct the opening and closing of the waterfront in accordance with established procedures.
- Keep the Camp Director and/or Assistant Camp Director informed of any needs or problems.
- Evaluate current season and make suggestions for the following season.

ESSENTIAL FUNCTIONS

- Must maintain minimum fitness level to be able to accomplish:
 - 500 yard swim in less than 15 minutes
 - Tread water for 2 minutes without the use of hands
- Position requires proficient swimming ability and endurance. Must perform the proper application of rescue and first aid techniques. This position requires the ability to properly extract from the lake to the dock, and ability to lift and carry up to 40 lbs., sit, stand, walk, bend, stoop, jog, pull, push, balance, reach, and ability to use fingers and hands.
- Must be in good physical and mental health, capable of meeting the demands of all aquatic areas.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Possess the strength and endurance required to maintain constant supervision of campers.

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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