



Camp Fire Inland Northwest Seasonal Employee

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 Director (CIT) **Salary** **\$45 per day**

Name: _____ **Position Location:** Camp Sweyolakan, Coeur d’Alene, ID

Responsible to: Assistant Camp Director - Programming **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 appropriate camper behavior, to enforce safety regulations and emergency procedures, and to 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 camp staff experience.
- Desire and ability to work with children and adults in the camp setting.
- Ability to creatively schedule programs, facilities, and staff.
- Ability and experience in supervising staff and campers.
- Has camping and counselor experience and skills; with high school youth is preferable.
- 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.

CAMP FIRE INLAND NORTHWEST

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Light the fire within

- Enthusiasm, sense of humor, patience, and self-control.

SPECIFIC JOB REQUIREMENTS

- 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 CIT program with appropriate camp staff as it relates to their campers and units.
- Keep records throughout course and provide written evaluation at program close.
- Evaluate each CIT participant regarding progress within the CIT course.
- 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 problems.
- 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.
- Report safety issues to appropriate person(s), and ensure unit meets ACA standards (e.g. medication storage/dispensing, fire extinguishers, smoke detectors, etc.).
- Direct the opening and closing of the unit in accordance with established procedures. Keep the Assistant Camp Director informed of any needs or problems within the unit.
- Coordinate unit records: record sheets, evaluations, 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.
- Be prepared to "fill in" as needed in unit or other areas of camp and assume duties as assigned which may include, but not limited, leading songfests and other activities.

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.