



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.



- Supervise and assist campers and staff in unit kapers and overall cleanliness of camp, as well as maintain cleanliness of unit when necessary to relieve stress from unit staff.
- Supervise unit counselors and assistant counselors:
 - Assist staff in unit programming and participate in activities.
 - Assist with camper and staff problems.
 - Assign campers to groups and cabins, using camper roster forms to ensure proper placement.
 - Coordinate sufficient time off for unit staff.
 - Evaluate performance of all unit staff through observation and participation.
 - Provide unit staff breaks.
 - Hold regularly scheduled unit staff meetings to inform staff of announcements or changes in policy or procedures.
 - Correct or reprimand unit staff as soon as possible (in private), for actions that put health and safety of campers at risk.
 - Help ensure morale of staff by monitoring that staff gets enough rest, time off, and that recreational opportunities are available to them.
- Ensure staff are supervising and assisting (as appropriate) with hygiene (e.g. change out of wet clothing) and health (e.g. using sunscreen, hat) of themselves, as well as campers.
- Keep the Assistant Camp Director-Operations informed of any needs or problems within the unit.
- Assign an "acting Unit Director" in your absence and inform Assistant Camp Director-Operations of who that is before leaving unit for time off.
- Turn in all required paperwork to Camp Office Coordinator at the end of each day/week as appropriate. Inform Camp Office Coordinator of any roster changes, campers who do not attend camp, or if a camper indicates they don't want to participate.
- Coordinate plans of unit with those of other units and all-camp activities.
- Coordinate all-unit activities along with unit staff.
- Ensure that staff members are participating with the campers in the activities, as appropriate.
- Be knowledgeable about the health, eating habits and diets of campers.
- Monitor general condition of the unit and report safety issues by completing maintenance request forms or for more urgent needs, to appropriate person(s).
- Complete UD kaper, as assigned.
- Be responsible for the welfare of each individual in the unit and do everything possible to solve problems.
- Make sure beds are checked discretely each morning for wet sleeping bags. This task can be delegated but must be done.
- Represent unit at weekly Unit Director meeting and brief unit staff on all issues pertaining to unit.
- Coordinate unit records: bead sheets, record sheets, evaluations, etc.
- 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. Participate with campers whenever possible.
- Be prepared to lead and guide a group of campers as needed, providing them with personalized attention and experiences in cases where unit staff have approved time off.
- Participate in Unit Director training and assist with staff training as requested.
- Attend staff training and assist with the opening and closing of camp.
- Other duties as assigned by the Assistant Camp Director-Operations.

Signature: _____

Date: _____

Please return signed copy within 10 days to be retained in Employee File

Director of Camping and Program Services: poppywhite

Date: _____

CAMP FIRE INLAND NORTHWEST

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Light the fire within



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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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