



## 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:** Aquatics Program Assistant      **Salary** \$35 per day  
**Name:** \_\_\_\_\_      **Position Location:** Camp Sweyolakan, Coeur d'Alene, ID  
**Responsible to:** Aquatics Program Director      **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 18 years of age.
- Training and experience in waterfront activities.
- Current WSI (Water Safety Instructor) certification.
- Current lifeguarding certification.
- Desire and ability to work with children outdoors.
- Ability to relate to one's peer group, be a good role model and mentor.
- Ability to accept guidance and supervision.
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control.

### SPECIFIC JOB REQUIREMENTS

- Participate in the planning and carrying out of waterfront program and procedures on both waterfronts as assigned.
- Teach assigned waterfront activities including: swimming, canoeing, boating, fishing, sailing, etc.
- Get in the water with the campers to teach skills as needed or directed by Aquatics Program (Waterfront) Director.
- Lifeguard as needed, maintaining stringent focus while on duty.
- Assist with the testing and classification of swimming levels of all campers and staff.
- Plan for and assist in the maintenance of the waterfront and inventory of equipment.

### **CAMP FIRE INLAND NORTHWEST**

524 N. Mullan Rd., Ste. 102, Spokane, Washington 99206-2406  
Telephone: 509 747 6191 or 800 386 2324 • Fax: 509 747 4913  
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**Light the fire within**



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- Keep needed records of waterfront programs.
- Attend staff training and assist with opening and closing of camp.
- Participate in all-camp activities
- Assist in camp time-off schedules as requested.
- Assist Aquatics Program (Waterfront) Director in all areas as assigned.
- Strictly carry out safety and emergency procedures.
- Report all accidents and waterfront needs to the Aquatics Program Director.
- Participate in unit overnights and cookouts as requested.
- Other duties as assigned by Aquatics (Waterfront) Director.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Director of Camping and Program Services: poppywhite

Date: \_\_\_\_\_

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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