



Camp Fire INW Employees 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: Aquatics Program Director **Salary** \$45 per day
Name: _____ **Position Location:** Camp Sweyolakan, Coeur d'Alene, ID
Responsible to: Camp 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 camper behavior, enforce safety regulations and emergency procedures, and 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.
- Training and experience in waterfront activities and management.
- Current WSI (Water Safety Instructor) and lifeguard certifications.
- 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.
- Ability and experience in supervising staff and campers.

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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SPECIFIC JOB RESPONSIBILITIES

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 and days 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 and staff swim ability, assign to levels, and recognize achievements and participation.
- Coordinate waterfront activities with unit programs and all-camp programs.
- Plan and implement morning 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

- Train all staff and campers on facilities, daily procedures, program possibilities, and emergency procedures.
- With input from Leadership Team assign staff emergency duties.
- Report any injuries immediately to the Camp Nurse and Camp Director or Assistant Camp Director.
- Keep records on participants as needed, 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 Manager 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.
- 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.

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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