

## Camp Fire Inland Northwest 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:** Assistant Camp Director - Operations

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

**Responsible to:** Camp Director

**Salary:** \$60 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.

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### 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 21 years of age.
- Previous camp staff experience.
- Maturity to work under pressure and make decisions and seek assistance when appropriate.
- Desire and ability to work with children and adults in camp setting.
- Ability to creatively schedule programs, facilities, and staff.
- Ability and experience in supervising camp staff and campers.
- Ability to relate to, communicate with, and maintain positive approach when dealing with staff and campers.
- Ability to set up a demonstration area and establish a program to teach skills.
- Ability to accept supervision and guidance.
- Possess excellent character and integrity, good role model and mentor, and be adaptable.
- Enthusiasm, sense of humor, patience, and self-control.
- Valid state driver's license and maintain good driving record.
- Ability to work well with others; be a good role model and mentor.

## **CAMP FIRE INLAND NORTHWEST**

409 N. Argonne Rd., Ste. B, Spokane, Washington 99212 • Telephone: 509 747 6191 or 800 386 2324  
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### **MINIMUM QUALIFICATIONS (continued)**

- Knowledge of standards of food preparation, serving, and kitchen procedures.
- Secure an Idaho Safe Food Handling Permit.
- Current CPR and first aid certifications

### **SPECIFIC JOB RESPONSIBILITIES**

- Maintain regular communication with Camp Director and assume role of Camp Director in the temporary absence of the Camp Director.
- Ensure camp operations meet the needs and interests of the camp's target populations and ensure delivery in a safe and quality manner.
- Supervise the Health and Wellness Assistant and Office Coordinator.
- Lead Operations Meetings.
- Evaluate performance of all direct reports with written evaluations.
- Monitor and assist in staff relations in camp.
- Monitor and assist staff with camper relations.
- Assist in staff training and any on-going training of the staff.
- Meet with the bugler by 5:15PM the first day of the session to orient him/her to the bugling schedule, location of bugling stations and supervise throughout the session.
- Supervise End of Season and Staff Banquet Committees, as applicable to Operations.
- Help staff the camp office as needed.
- Prepare/Maintain a "Black Book" (procedures manual, duty manual, how-to manual)
- Adapt to camp resources, conditions, and program.
- Some duties may be reassigned and other duties may be assigned as required.
- Responsible for maintaining all ACA standards and assuring the Camp Fire, Inland Northwest Council is within those standards at all times.

### **ESSENTIAL FUNCTIONS**

- Ability to properly assess condition of food and store properly.
- 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.
- Have a valid driver's license.
- Deliver camp program that meets the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
- Implement crisis and risk management procedures.
- Ensure delivery of programs and activities appropriate to the camper population.

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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