

## 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 is outlined herein.



**Position Title:** Program Director

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

**Responsible to:** Assistant Camp Director - Operations

**Salary:** \$75.63 per day

**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.

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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

- Training and experience with adventure/ropes course programs (must be documented); prefer someone highly experienced.
- Ability to coordinate adventure/ropes course program using a course designed for camp.
- Ability to maintain course in excellent working condition.
- Have strong work ethic, communication skills and leadership ability.
- Desire and ability to work with children outdoors.
- Ability to accept guidance and supervision.
- Ability to relate to one's peer group; be a good role model and mentor.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### SPECIFIC JOB RESPONSIBILITIES

- 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.
- Be on time and participate in camp events, activities and meals.

### **CAMP FIRE INLAND NORTHWEST**

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**Light the fire within**

- Responsibly carry out boat duty, as needed.
- Conduct daily check of equipment for safety, cleanliness, and good condition.
  - Check equipment, document checks, and make (or file for) repairs.
  - Requisition and maintain in good, safe condition, equipment and supplies.
  - Notify appropriate camp personnel of maintenance and safety needs as related to the ropes course program.
- Be familiar with ACA standards for ropes course.
- Evaluate all facilitators in accordance with ACA standards.
- Plan and implement the ropes course program for camp.
- Inform staff of facilities, program and supplies available.
- In conjunction with the Leadership Team, coordinate ropes course schedule within camp program objectives.
- Teach low and high ropes with the aid of the unit staff.
- Assist in opening and closing of camp.
- Assist in camp time off schedules.
- Participate in All-Camp activities and other activities.
- Temporarily fill other positions in camp and assist with camper supervision in assigned unit when not focused on primary duties.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Follow standard rules applicable to ropes course, rappelling, etc.
- Assist in packing all materials and supplies when season ends.
- Evaluate current season and make recommendations for equipment, supplies, and program for following season.
- Be responsible for heading a table in the Dining Hall, providing adequate supervision, and following Dining Hall procedures.
- Other responsibilities as assigned by the Camp Director.

### **ESSENTIAL FUNCTIONS**

- Possess the strength and endurance required to maintain constant supervision of campers.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Ability to lift and carry up to 50 lbs.
- Ability to jump up/down and climb ladders/tree staples, and nets.

Camp Fire Inland Northwest is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Camp Fire Inland Northwest makes hiring decisions based solely on qualifications, merit, and business needs at the time.

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.