

## 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:** Inclusion Specialist

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

**Responsible to:** Director of Camping and Program Services

**Salary:** \$41.25/day; June 14-August 18, 2023 salary includes room and board, and free use of laundry facilities (including laundry detergent).

**Special Notes Regarding Employment:** This is a seasonal position; it begins April 1, 2023 (part-time April through May, full-time June-August in a camp setting, part-time September) and terminates September 30, 2023 – (108 total paid days)

### 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

- 3+ years direct experience with diversity and inclusion initiatives with 2+ years managing those initiatives.
- A passion for diversity and inclusion efforts, excellent verbal and written communication skills and the ability to maintain confidentiality.
- Knowledge of applicable laws and regulations related to diversity and inclusion
- High level of cultural competence and cultural agility
- Experience successfully designing and delivering diversity and inclusion training

### SPECIFIC JOB RESPONSIBILITIES

- Take lead on Diversity, Equity, and Inclusion training for all seasonal staff
- Communicate with parents/care takers prior to camp to determine the needs of their youth. Inclusion specialist should act as the point person for parent/guardian communication to increase trust and accountability
- Work with Director of Camping and Program Services to develop guidelines around personal care assistants provided by the parent/guardian
- Develop orientation and training tools for Camper Buddies
- Work with kitchen staff and camp director to ensure dietary restrictions are accommodated, and that food allergies are known by all kitchen staff

## CAMP FIRE INLAND NORTHWEST

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- Connect parents/families/care takers to local resources that could be of assistance (LGBTQ+ youth groups and resource centers, organizations for youth with disabilities, food pantries, clothing closets, affordable childcare options, counseling services, etc.)
- Create Camper Accessibility/Assistance Plans (CAP)
  - Review all Special Needs Assessments; assess care/assistance needs
  - Develop CAP including list of accessible activities and adaptations
  - Create safety and exit plans as part of CAP
  - Create route paths and emergency evacuation plans for individual campers with specific needs
  - Coordinate with camp nurse to review CAPs
  - Coordinate with direct service staff/counselors to review CAPs before campers arrive
  - Communicate with parents/guardians during camp as often as requested (within reason)
- Coordinate Inclusion Team
  - Recruit inclusion team members during staff training
  - Provide training and support for inclusion team
  - Schedule 1:1 assistance for campers, as needed
  - Set schedule for "Chill Zone" hours and attendant schedule
  - Provide real time emotional and technical support for seasonal staff

### ESSENTIAL FUNCTIONS

- Possess the strength and endurance required to maintain constant supervision of campers.
- Good physical shape to travel quickly on rugged camp property.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Ability to lift/unload/move supplies of at least 30 lbs.
- Must hold a Food Handler Permit valid in the State of Idaho.

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.

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