

## 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:** Archery Specialist / Dining Hall Coordinator

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

**Responsible to:** Assistant Camp Director

**Salary:** \$56.65 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.

---

### **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 in archery (certification by nationally recognized organization required).
- Ability to teach archery to campers of all ages.
- Ability to set up, organize, order, and repair equipment.
- 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 supervision and guidance.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### **SPECIFIC JOB RESPONSIBILITIES - ARCHERY**

- Plan and implement the main camp archery program. Teach archery with aid of unit staff.
- Supervise the archery program in Echo, including upkeep and inventory of equipment.
- Requisition and maintain in good, safe condition, equipment and supplies.
- Enforce safety regulations for use of facilities and equipment.
- Set up archery range each morning. Make sure equipment is stored at the end of the day.
- Schedule archery range for staff use during time off.
- Complete archery certificates for campers completing ranks each week.
- Turn in list of campers completing ranks to the Program Director weekly and at end of season. Back up data to camp provided flashdrive.

## **CAMP FIRE INLAND NORTHWEST**

1014 N. Pines Rd., Ste. 110, Spokane Valley, Washington 99206 • Telephone: 509 747 6191 or 800 386 2324  
E-mail: [campfire@campfireinc.org](mailto:campfire@campfireinc.org) • Website: [www.campfireinc.org](http://www.campfireinc.org)

## 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.

- Assist in opening and closing of camp.
- Notify appropriate camp personnel of maintenance and safety needs as related to the archery program.
- Assist with camper supervision and staff time-off schedules in assigned unit as needed when not on the archery range.
- Participate in all-camp activities and other activities as requested.
- Be available to act as second staff outside of regular programming schedule, including for overnights and out-of-camp activities.
- Be prepared with rainy-day programming.

### SPECIFIC JOB RESPONSIBILITIES – DINING HALL COORDINATOR

- Teach and supervise hoppers in setting and clearing tables at every meal.
- Monitor food for Hoppers to set out before meals and help put food away after meals.
- Ensure clean, attractive condition of Dining Hall.
- Report any maintenance/safety needs to Head Cook (in kitchen) or Facilities Maintenance Manager (in Dining Hall).
- Maintain a cleanly appearance at all meals.
- Adapt to camp resources, conditions, and program.
- Participate in all meetings of the kitchen staff.
- Carry out cleaning responsibilities, including cleaning as you go.
- Assist with pack out requisitions by staff for meals out of the Dining Hall.
- Build fires in Dining Hall fireplace, as needed.
- Help in other kitchen duties, as assigned.
- Supervise dishwashers when not actively running programming on Archery Range.
  - Train dishwashers.
  - Assist in washing dishes, if necessary.
  - Assist with any problems/conflicts.
  - Ensure sanitary procedures are being followed.
  - Follow established procedures/routines for dishwashers.

### ESSENTIAL FUNCTIONS

- Possess the strength and endurance required to maintain supervision of campers.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Good physical shape to travel on rugged camp property quickly.
- Operate kitchen equipment safely and effectively.
- Determine cleanliness of dishes, food contact surfaces, and kitchen areas.
- 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.

## CAMP FIRE INLAND NORTHWEST

1014 N. Pines Rd., Ste. 110, Spokane Valley, Washington 99206 • Telephone: 509 747 6191 or 800 386 2324  
E-mail: [campfire@campfireinc.org](mailto:campfire@campfireinc.org) • Website: [www.campfireinc.org](http://www.campfireinc.org)