

## 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

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

**Responsible to:** Camp Director

**Salary:** \$84.98/day

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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 the 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 year of age.
- 3+ seasons previous camp staff experience.
- Maturity to work under pressure, make decisions and seek assistance when appropriate.
- Desire and ability to work with children and adults in a 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**

1014 N. Pines Rd., Ste. 110, Spokane Valley, Washington 99206 • Telephone: 509 747 6191 or 800 386 2324  
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### 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.
- Maintain regular communication with Camp Director and assume role of Camp Director in the temporary absence of the Camp Director.
- Be on time and participate in camp events, activities and meals.
- Supervise Lead Counselors (Unit Directors) providing direction and guidance. Follow through with any additional help as needed in the units.
- Lead "Unit Director (UD)" Meetings.
- Evaluate performance of all Lead Counselors (Unit Directors) 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.
- Monitor overall camp program and peg board and assist as needed.
- 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 assigned Banquet Committees.
- Help staff the camp office/store as needed.
- Prepare/Maintain a "Black Book" (procedures manual, duty manual, how-to manual).
- Adapt to camp conditions, program, and available resources.
- Temporarily fill other positions in camp and assist with camper supervision when not focused on primary duties.
- Some duties may be reassigned and other duties may be assigned as required.

### ESSENTIAL FUNCTIONS

- Possess the strength and endurance required to maintain constant supervision of campers.
- Good physical shape to travel on rugged camp property quickly.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Ability to lift/unload/move supplies of at least 50 lbs.

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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