

## 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:** Camp Counselor

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

**Responsible to:** Unit 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.

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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**

- Experience working with children.
- 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.
- Ability to teach a variety of activities.
- Good character, integrity, and adaptability.
- Enthusiasm, sense of humor, patience, and self-control.

### **SPECIFIC JOB RESPONSIBILITIES**

- Lead and guide a group of campers each week, providing them with personalized attention and experiences.
- Lead and teach a variety of age-appropriate camper planned activities including but not limited to: boating; outdoor skills; cooking and overnights; hiking; crafts; games; nature activities; singing; and general camp program.
- Be on time and participate in camp events, activities, and meals.
- 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.
- Participate in program planning for the unit with the help of campers, unit staff, and Unit Director.
- Participate with campers in all group, unit and all-camp activities.

## **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)

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- Instruct campers in rules, safety regulations and emergency procedures, i.e., fire drills, evacuating camp, etc.
- Be on time and participate in camp events, activities, and meals.
- Ensure campers' needs are met to include medications, diet, sleep, hygiene, showers, etc.
- Be knowledgeable about the health, eating habits, and diets of campers.
- Be responsible for heading a table in the Dining Hall, providing adequate supervision, and following Dining Hall procedures.
- Observe campers for signs of illness or fatigue and report to the Camp Nurse.
- Supervise and assist campers in unit kapers, and overall cleanliness of camp.
- Assist in planning all-camp activities as scheduled with the Unit Director or assigned staff member.
- Complete all session paperwork; this includes but is not limited to: bead sheets, post cards, evaluations, record sheets, and inventories.
- Attend staff training and assist with the opening and closing of camp.
- Notify appropriate camp personnel of maintenance and safety needs, as necessary.
- Responsibly carry out bus and boat duty, as needed.
- Temporarily fill other positions in camp and assist with camper supervision in assigned unit when not focused on primary duties.
- Other duties as assigned by the Unit 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.
- Good physical shape to travel on rugged camp property quickly.
- 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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