

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: \$77.89 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.

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.
- 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.
- Be responsible for heading a table in the Dining Hall, providing adequate supervision, and following Dining Hall procedures.
- Temporarily fill other positions in camp and assist with camper supervision when not focused on primary duties.
- Responsibly carry out boat duty, as needed.
- Other duties as assigned by the Camp Director.

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.
- At least 2 years training and experience in waterfront activities, supervision, and management.
- American Red Cross Lifeguard certification
- Have strong work ethic, communication skills and leadership ability.
- Desire and ability to work with children outdoors.

CAMP FIRE INLAND NORTHWEST

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- 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.
- Ability to creatively schedule programs, facilities, and staff.
- Experience supervising staff and campers.

SPECIFIC JOB RESPONSIBILITIES

STAFF SUPERVISION - WATERFRONT

- Direct and supervise the waterfront staff all aquatic activities on both waterfronts (Main Camp and Kiwan Echo).
- Train waterfront staff in established waterfront policies and procedures and proper use of equipment.
- Hold regularly scheduled waterfront staff meetings and in-service trainings.
- Assign waterfront staff to swimming classes, guard duty stations and times, and extra swim time (e.g. evening swim).
- Evaluate performance of all waterfront staff with written evaluations.
- Monitor and make corrections of waterfront staff as soon as possible (immediately if necessary or in private if not imminent risk) for actions that put the health and safety of campers at risk or not following policies and procedures.
- Help ensure morale of staff by monitoring that staff gets enough rest, time off, and that recreational opportunities are available to them.
- Coordinate the evaluation of staff swimming ability and personal water craft skills.

STAFF SUPERVISION – CHALLENGE COURSE

- Ensure that daily checks of equipment for safety, cleanliness, and good condition are conducted; review records.
 - 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.
- Follow standard rules applicable to ropes course, rappelling, etc.
- 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, in lieu of a Challenge Course Coordinator.

PROGRAM AND CAMPER AREAS

- Evaluate camper swim ability, assign to levels, and recognize achievements and participation.
- Teach assigned waterfront activities including water safety, canoeing, boating, fishing, sailing, etc.
- Coordinate waterfront activities with unit programs and all-camp programs.
- Plan and implement afternoon non-swimming programs for rainy days.
- Strictly enforce health and safety regulations for use of the facilities and equipment.
- Consult with the Camp Nurse regarding campers' health and limitations. Inform waterfront staff, as necessary.
- Participate in waterfront safety instruction and life guarding.
- If credentialed, provide instruction in the Waterfront Module and Life Guard Training where possible.

ADMINISTRATIVE DUTIES

- Ensure waterfront program, equipment, and facilities are compliant with all applicable ACA standards.
- Ensure challenge course program, equipment, and facilities are compliant with all applicable industry standards.
- Train all staff and campers on facilities, equipment (includes boats), daily procedures, program possibilities, and emergency procedures.
- Assign emergency duties with input from Leadership Team.
- Report any injuries immediately to the Camp Nurse and Camp Director or Assistant Camp Director.
- Complete end of session paperwork, including honors, ranks, etc.
 - Backup electronic files to camp provided flash drive.
- Inform Office Coordinator of any needs for paperwork or record keeping supplies before running out.
- Assign a waterfront staff to be responsible for the waterfront in any necessary absence.

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- Inspect waterfront and equipment for safety and general condition to include, but not limited to, cleanliness or needed repairs; complete necessary maintenance paperwork.
- Participate in supervisor training and assist with staff training as requested.
- Represent waterfront at weekly meetings, bring input/concerns from all members of the waterfront and assign boats for overnights.
- Direct the opening and closing of the waterfront in accordance with established procedures.
- Keep the Camp Director and/or Assistant Camp Director informed of any needs or problems.

PROGRAM EVALUATION

- Evaluate current season and make suggestions for the following season.
- Assist in opening and closing of camp ensuring that all equipment is properly stored for the off-season.
- Conduct initial and end-of-season inventory, and store equipment for safety.
- Evaluate current season and make recommendations for equipment, supplies, and program for following season.

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.

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