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.

Camp Fire
Inland Northwest

Position Title: Unit Director
Primary Position Location: Camp Sweyolakan, Coeur d'Alene, ID
Responsible to: Assistant Camp Director
Salary: $85 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

- At least 2 seasons of previous camp experience.
- Experience working with youth.
- Desire and ability to work with children and adults in camp setting.
- Ability to creatively schedule programs, facilities, and staff.
- Experience in supervising staff and campers
- 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

- 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.
- Be responsible for heading a table in the Dining Hall, providing adequate supervision, and following Dining Hall procedures.
- Responsibly carry out boat duty, as needed.

- Ensure that unit staff is leading and teaching a variety of age appropriate camper planned activities including but not limited to: boating; outdoor skills; cooking, hiking; crafts; games; nature activities; singing; and general camp program.
- Supervise and assist campers and staff in unit kapers and overall cleanliness of camp, as well as maintain cleanliness of unit when necessary to relieve stress from unit staff.
- Supervise unit counselors and interns:
  - Assist staff in unit programming and participate in activities.
  - Assist with camper and staff challenges.
  - Assign campers to groups and cabins, using camper roster to ensure proper placement.
  - Coordinate sufficient time off for staff living in assigned unit(s).
  - Evaluate performance of all unit staff through observation and participation.
  - Provide unit staff breaks.
  - Hold regularly scheduled unit staff meetings to inform staff of announcements or changes in policy or procedures.
  - Correct or reprimand unit staff as soon as possible (in private), for actions that put health and safety of campers at risk.
  - Help ensure morale of staff by monitoring that staff gets enough rest, time off, and that recreational opportunities are available to them.
- Keep the ACD informed of any needs or problems within the unit.
- Assign an "acting Unit Director" in your absence and inform ACD of who that is before leaving camp for time off.
- Turn in all required paperwork to ACDP at the end of each day/week as appropriate. Inform ACD of any roster updates
- Coordinate unit plans with those of other units and all-camp activities.
- Coordinate all-unit activities alongside unit staff.
- Ensure that staff members are participating with campers in activities, as appropriate.
- Operate Camp Store; maintain an inventory of items; communicate store needs to main office, as appropriate.
- Assembly and distribution of Essentials Kits and Camp Shirts purchased through Camp Fire website.
- Be knowledgeable about the health, eating habits, and diets of campers.
- Monitor general condition of the unit and report safety issues by completing maintenance request forms or for more urgent needs, to appropriate person(s).
- Complete UD kaper, as assigned.
- Be responsible for the welfare of each individual in the unit and do everything possible to solve problems.
- Observe campers for signs of illness or fatigue and report to the Camp Nurse.
- Make sure beds are checked discretely each morning for wet sleeping bags. This task can be delegated but must be done.
- Represent unit(s) at weekly Unit Director meetings and brief unit staff on all issues pertaining to unit.
- Coordinate unit records: record sheets, evaluations, etc.
- Be prepared to "fill in" as needed in unit or other areas of camp and assume duties as assigned which may include, but not limited to, leading songfests and other activities. Participate with campers whenever possible.
- Be prepared to lead and guide a group of campers as needed, providing them with personalized attention and experiences in cases where unit staff have approved time off.
- Participate in Unit Director training and assist with staff training as requested.
- Direct the opening and closing of the unit in accordance with established procedures; proactively keep the ACD informed of any needs or problems within the unit prior to closing.
- Prepare/maintain a "Black Book" (procedures manual, duty manual, how-to manual).
- 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 ACD

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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.