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: Aquatics Program (Waterfront) Assistant
Primary Position Location: Camp Sweyolakan, Coeur d'Alene, ID
Responsible to: Waterfront Director
Salary: $75 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 waterfront activities.
- American Red Cross Lifeguard certification
- 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 guidance and supervision.
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control.

SPECIFIC JOB RESPONSIBILITIES

- Responsibly carry out bus and boat duty, as needed.
- 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.
- 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 the planning and carrying out of waterfront program and procedures on both waterfronts as assigned.
- Teach assigned waterfront activities including: swimming, canoeing, boating, fishing, sailing, etc.

- Get in the water with the campers to teach skills as needed or directed by Waterfront Director.
- Lifeguard as needed, maintaining stringent focus while on duty.
- Assist with the testing and classification of swimming levels of all campers and staff.
- Plan for and assist in the maintenance of the waterfront and inventory of equipment.
- Keep needed records of waterfront programs.
- Attend staff training and assist with opening and closing of camp.
- Participate in All-Camp activities and other activities, as requested.
- Assist in camp time-off schedules as requested.
- Assist Waterfront Director in all areas as assigned.
- Strictly carry out safety and emergency procedures.
- Report all accidents and waterfront needs to the Waterfront Director.
- Participate in unit cookouts, as requested.
- 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 Waterfront Director.

ESSENTIAL FUNCTIONS

- Must maintain minimum fitness level to be able to accomplish:
  - 500 yard swim in less than 15 minutes
  - Tread water for 2 minutes without the use of hands
- Position requires proficient swimming ability and endurance. Must perform the proper application of rescue and first aid techniques. This position requires the ability to properly extract from the lake to the dock, and ability to lift and carry up to 40 lbs., sit, stand, walk, bend, stoop, jog, pull, push, balance, reach, and ability to use fingers and hands.
- Must be in good physical and mental health, capable of meeting the demands of all aquatic areas.
- Ability to maneuver wilderness terrain with uneven ground and steep inclines.
- Possess the strength and endurance required to maintain constant supervision of campers.

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.