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: Camp Director
Primary Position Location: Camp Dart-Lo, Spokane, WA
Responsible to: Director of Operations, Camps and Programs
Salary: Seasonal Position, June 1-August 31, 2027, $162. per day

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GENERAL REQUIREMENTS OF ALL STAFF

- 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 emergencies (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 Director of Operations, Camps and Programs.
- 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

- 4+ seasons of previous camp experience or completion of ACA New Director Orientation
- 1+ years minimum management experience; camp management preferred.
- Previous experience in office procedures (i.e., filing, answering telephones, photocopying, meeting public, etc.)
- Ability to use a computer including Microsoft Word, Excel, Google apps, etc.
- Experience with contact management systems and content input programs (website)
- Previous camp staff experience
- Maturity to work under pressure and make decisions and to seek assistance when appropriate
- Desire and ability to work with children and adults in camp setting
- Ability to creatively schedule programs, facilities, and staff
- Ability to relate to, communicate with and maintain positive approach when dealing with staff and campers.
- 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.
- Experience in adult and child training and community outreach presentations

SPECIFIC JOB RESPONSIBILITIES

- Uphold standards in personnel, program, facilities and equipment, administration, health, safety, and sanitation, and make recommendations where standards are not met.
- Remain current with up-to-date information and trends on developmental needs of youth through attendance and participation in camping seminars, trainings, workshops.

- Annually seek and analyze input from youth, families, and staff regarding the quality, safety and enjoyment of the program and staff.
- Proactively implement crisis and risk management procedures.
- Design and oversee high-quality programs and activities for youth and families at Camp Dart-Lo
- Implement human resource management practices to recruit and retain a professional seasonal staff.
- Assist in recruiting staff based on camper enrollment and program management requirements on a timely basis.
- Assist in the hiring, training, supervision and evaluation of seasonal staff.
- Conduct appropriate action on those needs that may be easily corrected or create health and/or safety issues for participants.
- In coordination with the Director of Operations, organize and manage volunteers for work projects and programming at camp.
- Oversee the daily operation of the summer day camp including food service, program, business, camper and staff supervision, and health care.
    - Oversee the management of the food service area providing two snacks daily and Thursday cookouts.
    - Ensure sufficient coverage in healthcare center, coordinate with or appoint a Healthcare Manager (HCM) daily and oversee the implementation of the healthcare plan.
    - Develop and oversee the business management functions of the camp including financial record keeping, office operations, camp store, etc.
    - Work collaboratively with internal and external groups to ensure the enhancement of the camp operation.
- Oversee the daily operations of summer camp.
- Be on time and participate in camp events and activities.
- Administer the camp budget as set forth by the Executive Director.
- Ensure that the Camp Fire Philosophy of Camping and objectives of Camp Dart-Lo are carried out through the staff's planning, participation in, and evaluation of, the camp program.
- Maintain communication with the Camp Fire office and the Director of Operations.
- Communicate with primary account holders and follow up with camper attendance reports.
- Ensure American Camp Association accreditation standards are being met as prepared by the Director of Operations.

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.
- Must hold a valid Washington State Food Handler Permit.

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, merits, and business needs at the time.