

# Camp Fire Central Puget Sound

## *Job Description*

### **Day Camp Counselor**



#### **Position Summary**

#### **Position Details**

<i>Job Title</i>	Day Camp Counselor
<i>Department</i>	Community Programs
<i>Location</i>	Seattle, WA
<i>Reports To</i>	Day Camp Director
<i>FLSA Status</i>	Non - Exempt
<i>Full/Part Time</i>	Seasonal
<i>Regular/Temporary</i>	Temporary
<i>Rate</i>	\$17.25/hour
<i>Housing</i>	N/A

#### **Organization Overview**

Camp Fire Central Puget Sound offers a variety of co-ed enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive.

Camp Fire Day Camp is a community based Day Camp that runs for 7 weeks throughout the summer. Day Camp is hosted at local state parks throughout the Seattle area and has been around for 80 years. Day Camp serves K-12<sup>th</sup> grade and is fully run by volunteers and a few paid staff.

#### **Essential Job Responsibilities**

- Assumes responsibility for a unit of campers and guides their experiences through a youth/adult democratic planning process
- Participates with and supervises unit in their activities
- Incorporates teaching of camp and other special skills and an appreciation of the outdoors into the program
- Responsible to lead and assist with the teaching of activities to meet session goals; actively participates in all program areas, as assigned
- Participates in the development and implementation of program activities within operational goals
- Provides for the progression of activities within the framework of individual and group interests and abilities
- Assists in program areas such as waterfronts, nature, all camp activities and arts and crafts, as directed
- Maintains high standards of health and safety in all activities for campers and staff
- Assures campers are properly supervised at all times; be aware of and implement safety guidelines as outlined in Camp Fire, ACA and camp operational guidelines
- Responsible for campers receiving their medications as directed by health care manager or assistant camp director
- Is alert to campers and staff needs and assist them with personal and/or health problems; consult with camp health manager and/or camp director, when appropriate
- Is alert to equipment and facilities to ensure safe utilization, proper care and maintenance is adhered to; reports repairs needed promptly to camp director
- Provides supervision to campers as bus chaperone
- Planning, supervision and implementation of the Camp program in accordance with the goals and policies of Camp Fire Central Puget Sound

- Follow all emergency procedures appropriate to Camp Fire Central Puget Sound and in conformity with the procedures adopted by the emergency service authorizes to ensure the safety of all members, volunteers and staff
- Provide needed direction and guidance to staff and program participants
- Maintains clear and positive written and verbal communication with all internal and external clients
- Contributes to the diversity emphasis of the council by ensuring that all materials, activities and programs are sensitive to and reflective of the interest, values and needs of persons of all racial/ethnic groups, cultures, religions and abilities
- Adheres to all council policies and procedures
- Observes all safety precautions and complies with all council health and safety rules and procedures
- Attends required staff meetings
- Attends pre-camp staff training and mid-summer in-service training
- Assists with other camps/programs, as assigned. May be called upon to fill any camp role
- Perform other duties, as assigned

### **Skills and Qualifications**

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team. Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

### **Qualifications**

- Must be at least 18 years of age and a high school graduate
- Must be able to obtain current First Aid/CPR certification by first day of campers' arrival
- Covid-19 vaccination required
- Ability to interact with all age levels
- Experience working in youth-oriented program
- Appreciation of diversity and community based needs
- Attends staff and in-service training during the summer
- Incorporates understanding of child development and age appropriate behaviors
- Ability to maintain confidentiality
- Ability to work independently
- Valid driver's license, proof of insurance and access to reliable transportation. Daily and/or occasionally travel may be required

### **Physical Requirements**

(for example...)

- Standing for long periods of time
- Ability to lift and carry 25 pounds
- Repetitive motions of hands/wrists
- Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities
- Ability to communicate in English, both orally and written

### **Commitment to Diversity, Equity & Inclusion**

**Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-**

**on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.**

**Date Updated: 1/6/2022**