

Camp Fire Central Puget Sound
Job Description
Teen Leadership Coordinator



Position Summary

Position Details

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| <i>Job Title</i> | Teen Leadership Coordinator |
| <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> | \$18.00/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-12th grade and is fully run by volunteers and a few paid staff.

Essential Job Responsibilities

- 1. Assists site director in implementing camp program by performing the following functions:**
 - Assists with pre-camp training, planning and preparation
 - Supervises unit kapers (chores) and care of equipment and supplies
 - Supervises safety and sanitation throughout camp
 - Assists in maintaining and reviewing records, reports and evaluations of all programs and facilities to monitor camp operations. Completes recommendations for future seasons (End of Summer Report)
 - Attends and helps run required staff meetings
 - Attends and helps facilitate pre-camp staff training and mid-summer in-service training
 - Maintains on-going communication with Day Camp Director (DCD), Site Director, and Assistant Camp Director (ACD)
 - Provide needed direction and guidance to staff and program participants
- 2. Creates and implements activities in a variety of program areas, including performing the following tasks:**
 - Instructs and coordinates a program which includes the teaching of camping skills, appreciation of the outdoors, leadership skills, child development, camp traditions, team building, camper behavior management, risk management and the history of Camp Fire
 - Assists in integrating Day Camp Aides (DCAs) and Counselors-in-Training (CITs) into the activities of the entire camp
 - Supports and evaluates DCAs/CITs, giving guidance and feedback
 - Serves as a role model to DCAs/CITs and other staff of appropriate leadership behavior
 - Organizes and maintains DCA/CIT binder with information on each DCA/CIT and schedule

- Keeps all assigned records, reports and DCA/CIT evaluations
- Ensures health and safety of DCAs/CITs at all times and ensures they are participating members of the camp and are representing themselves as appropriate role models for other campers
- Maintains clear and positive written and verbal communication with all internal and external clients
- Responsible to guide and assist with the teaching of activities to meet session goals and are aligned with session theme; actively participates in all program areas, as assigned
- Responsible for care, use of equipment, requisition of supplies and equipment during camp
- May be called upon to lead additional activities with minimal instruction from Site Director
- Is alert to equipment and facilities to ensure safe utilization, proper care and maintenance is adhered to; reports repairs needed promptly to Site Director

3. Acts as part of camp administrative team to ensure camp program meets all objectives and follows applicable standards and policies:

- Attends spring leadership retreat meeting
- Assists with planning and implementation of the Camp program in accordance with the goals and policies of Camp Fire Central Puget Sound and American Camp Association standards
- Follows 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

4. 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 21 years of age
- Experience teaching in a non-traditional setting with experiential and/or peer learning models
- At least one year experience as a counselor in a camp setting
- Ability to organize and update the DCA/CIT program on an on-going basis
- Demonstrated experience and knowledge of day camp management
- Ability to obtain current CPR and First Aid certifications prior to first day of camper arrival
- COVID-19 Vaccination required
- Incorporates understanding of child development and age appropriate behaviors
- Ability to interact with all age levels
- Ability to maintain confidentiality
- Ability to work independently and exercise good judgment
- Ability to assist in the selecting, training, and supervising of staff and volunteers.
- Excellent interpersonal and communication skills to work effectively in a team setting with diverse persons.
- Pleasant, positive and confident presentation of self and council
- Awareness of potential health and safety hazards and ways to control them correctly. Notify DCD as needed
- Valid drivers' license, proof of insurance and access to reliable transportation. Daily and/or occasional travel may be required

Skills

- Project Management
- Strong attention to detail
- Problem Solving
- Team-Building

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