

Literacy Coordinator Job Description

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JOB SUMMARY

The Literacy Coordinator is responsible for the delivery of effective literacy program to campers participating in the Community Center Day Camps. Programming will help to enable youth to retain literacy skills throughout the summer. Qualified applicants will also be responsible for carrying out all duties in accordance with the Summer Day Camp Staff job summary, as well as other duties as assigned.

RESPONSIBLE TO

Site Director and Program Director

TRAINING NEEDS

Must attend Pre-Camp Training. Must attend all Staff Meetings.

QUALIFICATIONS

- Must be at least 20 years old
- Must be working towards a degree or endorsement in English Education, Linguistics Studies, Early Childhood Education, Literacy and Reading, or similar qualifying fields
- Must have an interest in working with children
- Must have an interest and experience with outdoor activities
- Must have current First Aid and CPR certification, or the ability to become certified through Camp Fire training

RESPONSIBLE FOR

1. Responsible for the administration of the Literacy Program.
2. Responsible for delivering effective programming to enable campers' abilities to retain reading skills including Accuracy, Comprehension, and Words per Minute.
3. Responsible for collecting data on campers involved with the literacy program and delivering data to the Day Camp Program Director.
4. Responsible for complying with and facilitating the success of all Camp Fire Heart of the Iowa and American Camping Association standards and guidelines.
5. The Day Camp Literacy Coordinator will be responsible for the supervision and care of campers as well as all other responsibilities as noted in the Day Camp Counselor responsibilities.
6. Be able to arrive on time for work each day. When ill, call Site Director by 6:00 am on the day of work.
7. Work cooperatively with other staff members and with Day Camp Aides as assigned. Inform the Site Director of problems as soon as they occur.
8. Cooperate and communicate with parents of campers. Consult the Site Director with problems communicating with parents.
9. Perform all duties as assigned to the best of your ability, and with a positive attitude.

STAFF SHOULD

- Be responsible for all personal equipment brought to camp
- Not allow campers access to personal money, valuables or medications (including over the counter)
- Never be under the influence of drugs or alcohol while on duty for Camp Fire