

Site Instructor/Counselor



5615 Hickman Road, Des Moines, IA 50310 | Ph: 515-274-1501 | Fax: 515-274-1502 | campfire@campfireiowa.org

JOB SUMMARY:

Responsible for the supervision and facilitation of programming for all participants of the Camp Fire SOS program and supervision and facilitation in an outdoor environment, as well as other duties as assigned. To apply, please fill out the online application, email the completed application, cover letter and resume to campfire@campfireiowa.org with the position title in the subject line.

RESPONSIBLE TO:

Program Director

TRAINING NEEDS:

Must attend Staff Training and must attend all staff meetings.

ESSENTIAL QUALIFICATIONS

- Must be 18 years of age or older and graduated from High School with a diploma and/or GED
- Must be able to read and write English proficiently
- Must be willing to supervise participants and program
- Working towards a degree in Education, Child-Adult and Family Services, or related field is preferred
- Interest and experience with outdoor activities
- Must have current First Aid/CPR certification and Mandatory Reporting Certification, or the ability to become certified at Camp Fire Staff Training
- Must be able to follow proper wearing, cleaning and/or replacement procedures of Personal Protective Equipment (masks, gloves, etc.) for approximately 8-10 hours a day in all types of climates

PROGRAM REQUIREMENTS

- Preparing the weekly schedule for the S.O.S program to include a balance of activities including: games, crafts, outdoor programming, and educational opportunities (Literacy, STEAM, Social-Emotional-Learning, etc.), for the best possible program
- Coordinating programs and arranging for any special guest, tours, field trips, and special programs
- Making changes in the program when weather or other circumstances make it necessary
- Turning in weekly program schedules, materials/supply requests, and parent newsletters for each week to the Program Director
- Following and implementing sanitation policies and procedures during the program day

RESPONSIBLE FOR:

- Staffs are at all times responsible for the supervision and safety of their participants. You must know where participants are at all times, and be responsible for their safety and well-being
- Help all participants have a FUN time at all Camp Fire programs, while providing them with a well-rounded experience
- Promote and work under Camp Fire's Promise: Camp Fire provides the opportunity [for youth] to find their spark, lift their voice, and discover who they are
- Acts as a positive role model and mentor for all participants
- Interpret to participants all Camp Fire rules, and see they are followed and respected
- Assist participants in adjusting to each other and in planning their program with participant input
- Caring for the health and safety of all participants. Report all accidents and incidents to Program Director
- Collaborates with all staff. Informs Program Director of problems as soon as they occur

- Punctual, present and willing to work for your assigned shift on time. When requesting time off, or when ill, communicate with your Program Director in an efficient and timely manner
- Cooperate and communicate with parents of participants. Consult with the Program Director any problems communicating with parents
- Perform all duties as assigned to the best of your ability, and with a positive attitude
- Responsible for maintaining cleanliness and upkeep of program space and supplies
- Assist with all sanitation policies to maintain the health and safety of participants and staff
- Ensuring groups maintain 1:8 staff to youth ratio based on accreditation standards

STAFF SHOULD:

- Be responsible for all personal equipment brought to camp
- Not allow campers access to personal money, valuables or medicines (including over the counter)
- Never be under the influence of drugs or alcohol while on duty for any Camp Fire Program or while representing Camp Fire in public.
- Always keep a positive and enthusiastic attitude while instilling excitement in youth
- Encouraging communication and teamwork within the staff and being part of the programmatic planning