



## Camp Fire Heart of Iowa Job Description

**POSITION:** Activities Coordinator | Camp Hantesa  
**CLASSIFICATION:** Seasonal (Full-time)  
**REPORTS TO:** Senior Program Director  
**SUMMER SEASON:** May-August

**JOB SUMMARY:** Responsible for the day-to-day supervision of campers, implementation of summer camp programming, management of program facilities and equipment, and supervision of program staff (counselors).

Three Activities Coordinator positions are available, each requires specialized knowledge and skills in the area of emphasis assigned:

- **Aquatics Coordinator**
- **Creative Arts Coordinator**
- **Outdoor Adventure Coordinator**

### QUALIFICATIONS:

1. Must be 21 years of age or older.
2. Must be able to pass a criminal background check.
3. Valid driver's license and clean driving record.
4. Experience working with youth of diverse backgrounds and abilities preferred.
5. Strong leadership, communication, and decision-making skills.
6. Ability to work with children and teens in an enthusiastic and positive manner.
7. Ability to establish and maintain positive working relationships.
8. Good character, integrity, patience, and adaptability.
9. Have, or have the ability to complete during staff training, Mandatory Reporter, and First Aid/CPR certifications. Additional certifications may be required depending on program area.
10. Interest and experience with activities in applicable program area (i.e. aquatics, creative arts, outdoor skills).

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions.

1. Use of hands, fingers, arms, feet and legs to perform daily duties.
2. Ability to speak and hear.
3. Significant sitting, standing, walking, and physical activity.
4. Significant amount of time spent outdoors.
5. Ability to lift and carry fifty (50) pounds.
6. Ability to constantly interact with the public in a professional manner.
7. Ability to perform professionally in stressful situations.
8. Ability to follow proper wearing, cleaning and/or replacement procedures of Personal Protective equipment (masks, gloves, etc.) all day in all climates.
9. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.

10. Physical ability to respond appropriately to situations requiring first aid/CPR. Must be able to assist campers in an emergency (fire, water rescue, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
11. Eye-hand coordination and manual dexterity to manipulate program equipment.
12. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.
13. Operate with daily exposure to the sun and heat and varying weather conditions.

#### **ESSENTIAL FUNCTIONS:**

1. Oversee department programming:
  - Uphold program quality expectations in all activities and review all counselor craft plans
  - Create and execute (or assist with) at least three craft plans per week
  - Schedule department activities/staff
  - Ensure all relevant safety regulations and ACA standards are followed
  - Keep thorough records of camper honors earned and swim levels
2. Supervise department staff:
  - Provide activity-specific trainings & in-service workshops
  - Evaluate performance of department staff at regular intervals
  - Mediate and solve problems that may arise between staff
3. Maintain department equipment, supplies, and facilities:
  - Maintain, inventory, and ensure wise use of all equipment
  - Oversee cleanliness, organization, opening, and closing of all assigned activity spaces
4. Ensure the safety and well-being of campers at all times:
  - Help campers have fun, take risks, make friends, resolve conflicts, and develop skills
  - Provide encouragement to all campers and motivate them to participate in new/challenging activities
  - Provide compassionate, respectful, and honest guidance/support to campers when they misbehave
  - Recognize and respond to opportunities for problem solving in the group
  - Provide First Aid to campers and staff as needed within counselor scope of practice
5. Be a positive role model for youth in language, dress, behavior, and attitude.
6. Live in and supervise one cabin unit. Ensure quality cabin rituals and positive cabin culture are maintained and camper needs are met.
7. Communicate any staff or parent concerns to the Administrative Team.
8. Manage personal time off in accordance with camp policy.
9. Submit all required reports, evaluations, craft plans, and postcards on time.
10. Perform other duties as assigned by the Administrative Team.

**PAY:** \$400-\$500/week depending on experience, prorated as needed for requested time off. Room and board included.

**APPLICATION PROCESS:** Submit resume to [hantesa@campfireiowa.org](mailto:hantesa@campfireiowa.org) with 'Activities Coordinator Application' in the subject line or apply online at [www.campfireiowa.org](http://www.campfireiowa.org).

**OUR COMMITMENT:** Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.