

CAMP FIRE HEART OF IOWA

LITERACY SPECIALIST

JOB SUMMARY:

The Literacy Specialist is responsible for the supervision and delivery of effective literacy programming to day campers in an outdoor environment. Primary responsibilities include coordinating and facilitating camper-focused literacy activities that will help youth retain skills throughout the summer. This individual will also be expected to fulfill all duties outlined in the Day Camp Counselor job description. Qualified applicants must be creative, flexible, enthusiastic, open to working with campers and staff of any background, comfortable leading small and large groups of people, and willing to take on additional responsibilities when required.

DATES OF EMPLOYMENT: Summer Season (May – August)

CLASSIFICATION: Seasonal (Full Time)

REPORTS TO: Site Director and Team Lead

QUALIFICATIONS:

1. Must be 20 year of age or older
2. Progress towards a Bachelor's degree or endorsement in English Education, Linguistics Studies, Early Childhood Education, Literacy and Reading, or similar qualifying fields required
3. Must have a valid driver's license and clean driving record to be approved by Camp Fire's insurance (if driving a Camp Fire vehicle)
4. Possess current First Aid/CPR/AED certification, or have the ability to become certified through Camp Fire's training process
5. Successfully pass required background screening
6. Experience working with youth of diverse backgrounds and abilities required

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 and walking
4. Ability to lift and carry fifty (50) pounds
5. Significant amount of time spent outdoors
6. Ability to perform professionally in stressful situations
7. 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 climate

ESSENTIAL FUNCTIONS:

1. Deliver effective programming to enable campers' abilities to retain and improve their Literacy skills including Accuracy, Comprehension, and Words per Minute and grow camper engagement and interest in Literacy.
 - Deliver and facilitate engaging Literacy activities for day campers
 - Collect and organize data on campers involved with the Literacy Program and deliver data to Site Director
 - Coordinate with Team Lead to ensure that Literacy programming is regularly scheduled
2. Supervise and care for campers in accordance with the Day Camp Counselor job description and responsibilities
 - At all times, be responsible for camper supervision and safety
 - Be a positive role model for all day campers
 - Interpret Camp Fire's rules and policies to campers to ensure that they are followed and respected

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- Provide First Aid care in a timely manner to any camper in need and log and report all accidents and injuries to the Team Lead as soon as possible
- 3. Work cooperatively with Site Director, Team Lead, and other staff members
 - Arrive on time for work each day. When requesting time off, or when ill, communicate with the Site Director and Team Lead in an efficient and timely manner.
 - Inform the Team Lead of any conflicts or problems that arise as soon as they occur.
 - Perform all and additional duties as assigned to the best of your ability and with a positive attitude.

Pay: Additional \$25 per week on top of starting Day Camp Counselor weekly salary (\$375)

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

Visit <https://www.campfireiowa.org/about/employment-opportunities/> to learn more and apply!