

CAMP FIRE HEART OF IOWA

Program Coordinator

JOB SUMMARY:

The Program Coordinator will be responsible for cultivating and maintaining a supportive and stimulating summer camp culture while adhering to Camp Fire Heart of Iowa's policies and protocols. This position will oversee three of Camp Fire's Des Moines day camp programs and will be responsible for supervising program staff at each location. This individual will assist in planning and facilitating staff orientation, offering guidance and support around facilitation of activities, fulfilling required administrative work, communicating with and supporting families, and providing direct care for youth when necessary. This individual 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.

*Obtaining a Class B CDL Driver's License with a Passenger Endorsement is a requirement of this position. Camp Fire will provide all necessary training and resources to obtain this certification.

DATES OF EMPLOYMENT: Summer Season (April – August)

CLASSIFICATION: Seasonal (Full Time)

REPORTS TO: Des Moines Site Director

QUALIFICATIONS:

1. Must be 21 years of age or older
2. Progress towards a Bachelor's degree in Human Services, Education, Camp Administration, or related field
3. Must have a valid driver's license and clean driving record and be approved by Camp Fire's insurance
4. Possess current First Aid/CPR/AED certification, or have the ability to become certified through Camp Fire's training process
5. Ability to obtain a Class B CDL Driver's License with a Passenger Endorsement
6. Successfully pass required background screening
7. Experience working with youth of diverse backgrounds and abilities required
8. Leadership, supervision, and management experience preferred

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. Ability to pass a drug/alcohol test and obtain a CDL Medical Certification
4. Significant sitting, standing, walking, and physical activity
5. Significant amount of time spent outdoors
6. Ability to lift and carry fifty (50) pounds
7. Ability to constantly interact with the public in a professional manner
8. Ability to perform professionally in stressful situations
9. Ability 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 climates

ESSENTIAL FUNCTIONS:

1. Oversee the daily operation of all Des Moines day camp programs including camper and staff supervision, emergency preparedness, parent communication, transportation, and camper safety.
2. Implement human resource management practices to oversee seasonal staff.

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- Assist in recruiting, hiring, and assigning program staff
 - Actively participate in all staff trainings as a participant or facilitator
 - Coordinate, evaluate, encourage, and support program staff throughout the summer and provide constructive feedback.
3. Deliver camp programs that meet the needs and interests of the camp's target populations and ensure their delivery in a safe and quality manner.
 - Remain current with information on the developmental needs of youth.
 - Analyze input from youth, families, and staff regarding the quality, safety, and enjoyment of the program and staff.
 4. Ensure that all materials, communications, and activities are prepared prior to each weekly camp session
 - Create and distribute a weekly parent newsletter
 - Purchase necessary program materials and supplies
 - Work with program staff to guarantee that all activities for the week have been planned and prepared in a timely manner
 5. Assist day camp programs on site whenever needed
 - Support program staff and provide direct care when needed to maintain an 8:1 camper ratio
 - Provide additional guidance in behavior management among participants and group dynamics
 - Communicate with parents about any concerns in a calm and professional manner
 - Transport campers and staff, when necessary, to any off-site activities
 - Offer guidance and support around facilitation of activities
 - Provide leadership in cases of urgency or emergency in alignment with the camp's emergency procedures
 - Perform all duties as assigned to the best of your ability and with a positive attitude

Pay: \$500 per week

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!