

# CAMP FIRE HEART OF IOWA

## Team Lead

### JOB SUMMARY:

The Team Lead is responsible for the administration and programming of the Day Camp Program. This position oversees the Day Camp Counselors on site and communicates closely with parents and families. The Team Lead is responsible for all of the programming for campers and must have all activities and supplies prepared ahead of camper arrival. 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.

**DATES OF EMPLOYMENT:** Summer Season (May – August)

**CLASSIFICATION:** Seasonal (Full Time)

**REPORTS TO:** Site Director and Program Coordinator

### 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 preferred
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. Must be willing to supervise staff, campers, and program
7. Experience working with youth of diverse backgrounds and abilities
8. Experience creating programs for youth

### 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.) for approximately 8-10 hours a day in all climates

### ESSENTIAL FUNCTIONS:

1. Create and deliver effective programming for day campers
  - Prepare a weekly schedule of day camp activities, including a balance of: games, crafts, outdoor programming, educational opportunities, etc. and submit to the Site Director one week in advance
  - Coordinate with the Site Director and program staff to arrange for any special guest, tour, field trips, or special programming
  - Adjust the program when weather or other circumstances make it necessary

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2. Oversee program staff at the site
  - Ensure that all staff are following Camp Fire's rules and policies and clearly communicate expectations
  - Arrange staff schedules and coordinate with the Site Director to cover all drop off times and locations
  - Encourage communication, positivity, and team work within the staff
3. Supervise and care for day campers in accordance with the Day Camp Counselor job description and responsibilities
  - At all times, be responsible for camper supervision and safety
  - Take daily attendance and call to check on any absent campers
  - Keep all necessary health and consent forms, medication, and incident reports for day campers
  - Be a positive role model for all day campers
  - Interpret Camp Fire's rules and policies to day campers and ensure that they are followed and respected
  - Provide First Aid care at all necessary times, log all pertinent information, and reports all accidents and injuries to the Site Director
  - Communicate with parents calmly and confidently, both when an incident may have occurred (behavioral, accidental, illness, etc.) and with positive news about their camper
  - Provide guidance in behavior management among participants and group dynamics
4. Work cooperatively with the Site Director other staff members
  - Arrive on time for work each day. When requesting time off, or when ill, communicate with the Site Director in an efficient and timely manner.
  - Inform the Site Director of any changes to plans, problematic situations, staff concerns, etc.
  - 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:** Additional \$75 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.