



## Camp Fire Heart of Iowa Job Description

**POSITION:** Program Assistant | PCM Before/Afterschool Programs  
**CLASSIFICATION:** Part-time  
**REPORTS TO:** Site Supervisor

**JOB SUMMARY:** Responsible for the day-to-day supervision of students and implementation of safe program activities.

### QUALIFICATIONS:

1. Must be 18 years of age or older.
2. High school diploma or GED.
3. Must be able to pass a criminal background check.
4. Valid driver's license and clean driving record.
5. Experience working with youth of diverse backgrounds and abilities preferred.
6. Strong leadership, communication, and decision-making skills.
7. Ability to work with children in an enthusiastic and positive manner.
8. Ability to establish and maintain positive working relationships.
9. Good character, integrity, patience, and adaptability.
10. Have, or have the ability to complete, Mandatory Reporter, and First Aid/CPR certifications.

**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 students in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of students.
11. Eye-hand coordination and manual dexterity to manipulate program equipment.

### ESSENTIAL FUNCTIONS:

1. Directly supervise children in the Camp Fire PCM program, ensuring the safety and well-being of students at all times:
  - Help students have fun, make friends, resolve conflicts, and develop skills
  - Provide encouragement to all students and motivate them to participate in new/challenging activities

- Provide compassionate, respectful, and honest guidance/support to students when they misbehave
  - Recognize and respond to opportunities for problem solving in the group
  - Provide First Aid to students and staff as needed within scope of practice
2. Be a positive role model for youth in language, dress, behavior, and attitude.
  3. Assist the Site Supervisor in planning and implementing activities.
  4. Help prepare and serve nutritious meals and snacks.
  5. Encourage respect for personal property and school/program equipment, vehicles, and facilities.
  6. Teach and explain rules and expectations to students.
  7. Cooperate with parents of students. Communicate any staff or parent concerns to the Administrative Team.
  8. Complete incident reports as needed.
  9. Perform other duties as assigned by the Administrative Team.

**COMPENSATION:** \$12.00-\$16.00 per hour.

**APPLICATION PROCESS:**

Submit resume to Owen Ballard, [oballard@campfireiowa.org](mailto:oballard@campfireiowa.org), with 'Program Assistant Application' in the subject line.

**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.