



## Camp Fire Heart of Iowa Job Description

**POSITION:** Assistant Camp Director | Camp Hantesa  
**CLASSIFICATION:** Full-time, exempt  
**REPORTS TO:** Camp Director

**JOB SUMMARY:** Responsible for the operation and oversight assistance of Camps Hantesa and Canwita, including community user groups, summer camp (day and overnight), and school year programs with a special emphasis on youth program development and delivery.

### QUALIFICATIONS:

1. Bachelor's degree in Youth Services, Human Services, Education, Outdoor Recreation, a related field of study, or professional experience equivalent to a bachelor's degree.
2. 1-2 years of related experience in youth programs, or nonprofit field.
3. Knowledge of youth program standards and activities.
4. Experience planning and facilitating youth programs.
5. Experience in a supervisory role.
6. Excellent written and verbal communication skills.
7. Must be able to pass a criminal background check.
8. Valid driver's license.
9. Experience working with youth of diverse backgrounds and abilities.
10. Strong leadership, communication, and decision-making skills.
11. Ability to communicate with children, teens, parents/guardians, donors, volunteers, and alumni in an enthusiastic and positive manner.
12. Ability to establish and maintain positive working relationships.
13. Good character, integrity, patience, and adaptability.
14. Currently have, or be willing to obtain the following certifications within 1 year of being hired:
  - First Aid/CPR, Lifeguarding, and Mandatory Reporter certifications
  - Class B Commercial Driver's License with Passenger and Air Brakes Endorsements (CDL)
  - SERV Safe Food Protection Manager certification
  - American Red Cross Lifeguard Instructor Certification
  - ACA Visitor
15. Additional certifications are a plus, including:
  - Level 2 USA Archery Instructor
  - High ropes certified.

**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 the strength and endurance required to maintain constant supervision of campers.
11. Hand-eye coordination and manual dexterity to manipulate camp equipment and activities.
12. Willingness to live in a camp setting and work irregular hours delivering the program in the facility available.
13. Operate with daily exposure to sun and heat and varying weather conditions.

#### **ESSENTIAL FUNCTIONS:**

1. Be a positive role model for youth in language, dress, behavior, and attitude.
2. Bring an equity lens to all programs and services, in line with organizational values, and represent Camp Fire as an inclusive leader in youth development.
3. Assist with designing, delivering, and evaluating high-quality out-of-school time (OST) programs, including day camps, before- and after-school, weekend, family, community club, and overnight programs.
4. Assist with hiring, training, supervising, and evaluating part-time, seasonal staff.
5. Ensure staff and participants know and follow all safety protocols and organizational policies.
6. Communicate with parents/caregivers as needed regarding program procedures and policies, participant incidents and injuries, dismissal, and other concerns.
7. Provide direct support to programs, as needed, including behavior intervention, ratio support, transportation assistance, and crisis management.
8. Ensure compliance with ACA standards and industry best practices.
9. Assist with the coordination of data collection and evaluation for all programs and services.
10. Stay up to date on Camp Fire national initiatives and incorporate new curricula, practices, and improvements into existing programs.
11. Utilizing input from stakeholders, develop new programs, partnerships, and opportunities to better serve youth and families in central Iowa.
12. Assist with the overall management of Camp Hantesa and Camp Canwita's operations, including food service, budgeting, camp store, health care, housekeeping, facilities development, transportation, and community events like volunteer days.
13. Assist with recruiting, hosting, and retaining community user groups, including weddings, retreats, and other adult and youth programs.
14. Perform other duties as assigned.

**SALARY & BENEFITS:** \$36,500/year. Additional benefits include private on-site housing of a modern 3-bedroom, 2-bathroom house, an insurance plan covering health, vision, and dental, paid vacation and sick

leave, paid holidays, employer-sponsored training and professional development, and a 401(k)-retirement plan with employer match.

**APPLICATION PROCESS:** Submit your resume and cover letter to Drew Demery, Camp Director, at [drew@campfireiowa.org](mailto:drew@campfireiowa.org) with 'Assistant Camp Director Application' in the subject line. Anticipated start date of March 2023.

**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.