



## Camp Fire Heart of Iowa Job Description

**POSITION:** Bus Counselor | Camp Hantesa  
**CLASSIFICATION:** Seasonal (Full-time)  
**REPORTS TO:** Day Camp Coordinator (also dependent on assigned department)  
**SUMMER SEASON:** May-August

**JOB SUMMARY:** Responsible for the day-to-day supervision of campers and implementation of camp programming. Assists in the management of the physical operation of camp facilities and equipment. Provides supervision of campers at Des Moines drop off/pick up and while being transported to and from camp.

### QUALIFICATIONS:

1. Must be 16 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 and teens 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 during staff training, Mandatory Reporter and First Aid/CPR certifications.
11. Interest and experience with one or more camp activity specializations, including aquatics, creative arts, or outdoor adventure.

**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, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
11. Eye-hand coordination and manual dexterity to manipulate waterfront equipment and waterfront activities.

12. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.

### **ESSENTIAL FUNCTIONS:**

1. Ensure the safety and well-being of campers at all times:
  - Help campers have fun, take risks, make friends, resolve conflicts, and develop skills
  - Provide encouragement to all campers and motivate them to participate in new/challenging activities
  - Provide compassionate, respectful, and honest guidance/support to campers when they misbehave
  - Recognize and respond to opportunities for problem solving in the group
  - Provide First Aid to campers and staff as needed within counselor scope of practice
2. Plan and implement camp activities:
  - Uphold program quality expectations in all activities
  - Create and execute (or assist with) at least three craft plans per week instructing campers in camp activities
  - Ensure all relevant safety regulations and ACA standards are followed
3. Be a positive role model for youth in language, dress, behavior, and attitude.
4. Live in cabin units with campers and supervise all assigned aspects of the campers' day including getting campers up and to breakfast on time, cabin clean-up, meal times, rest hour, evening activities, getting ready for bed
5. Encourage respect for personal property and camp equipment, vehicles, and facilities.
6. Teach and explain rules and expectations to campers.
7. Work cooperatively with other staff and Apprentices.
8. Cooperate with parents of campers. Communicate any staff or parent concerns to the Administrative Team.
9. Manage personal time off in accordance with camp policy.
10. Submit all required reports, evaluations, craft plans, and postcards on time.
11. Perform other duties as assigned by the Administrative Team.

**PAY:** \$300-\$375/week depending on experience, prorated as needed for requested time off.

**APPLICATION PROCESS:** Apply online at [www.campfireiowa.org](http://www.campfireiowa.org).

**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.