



Camp Fire Heart of Iowa Job Description

Re

POSITION: Day Camp Coordinator | Des Moines Day Camp

CLASSIFICATION: Seasonal (Full-time)

REPORTS TO: Des Moines Program Director

SUMMER SEASON: May-August

JOB SUMMARY: Responsible for the day-to-day management of day camp camper life, special day camp programming, and support of all seasonal camp staff.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. Must be able to pass a criminal background check.
3. Valid driver's license and clean driving record.
4. Experience working with youth of diverse backgrounds and abilities preferred.
5. Strong leadership, communication, and decision-making skills.
6. Ability to work with children and teens in an enthusiastic and positive manner.
7. Ability to establish and maintain positive working relationships.
8. Good character, integrity, patience, and adaptability.
9. Have, or have the ability to complete during staff training, Mandatory Reporter and First Aid/CPR certifications.
10. Interest and experience with outdoor activities.

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 swim or be in the pool
3. Ability to speak and hear.
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.) all day in all climates.
10. Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
11. 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 strength and endurance required to maintain constant supervision of campers.
12. Hand-eye coordination and manual dexterity to manipulate camp equipment and activities.
13. Willingness to live in a camp setting and work irregular hours delivering program in the facility available.
14. Operate with daily exposure to sun and heat and varying weather conditions.

ESSENTIAL FUNCTIONS:

1. Oversee special and theme-specific camp programming:
 - Uphold program quality expectations in all activities
 - Plan, execute, and assist counselors in formulating theme-specific programming including but not limited to day camp crafts, all camp game, and other special activities
 - Ensure all relevant safety regulations and ACA standards are followed
2. Support camp staff:
 - Communicate any staff concerns to the Administrative Team
 - Mediate and solve problems that may arise between staff
 - Assist staff, as needed, with camp activities
 - Provide encouragement and support to seasonal staff so they can be their best selves for campers
3. Ensure cleanliness and organization of shared spaces.
4. Serve as a resource for behavior management techniques, technical skills, and program policy to all Counselors.
5. 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
6. Be a positive role model for youth in language, dress, behavior, and attitude.
7. Communicate with parents in a timely manner regarding any incidents or concerns
8. Encourage respect for personal property and camp equipment, vehicles, and facilities.
9. Teach and explain rules and expectations to campers.
10. Work cooperatively with other staff and Apprentices.
11. Cooperate with parents of campers. Communicate any concerns to the Administrative Team.
12. Manage personal time off in accordance with camp policy.
13. Submit all required reports, evaluations, craft plans, and incident reports
14. Perform other duties as assigned by the Administrative Team.

PAY: \$400-\$600/week, depending on experience, prorated as needed for requested time off. Room and board included.

APPLICATION PROCESS: Apply online at 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.