



Camp Fire Heart of Iowa Job Description

POSITION: Day Camp Counselor | Des Moines Day Camp
CLASSIFICATION: Seasonal (Full-time)
REPORTS TO: Des Moines Program Director and Day Camp Coordinator
SUMMER SEASON: May-August

JOB SUMMARY: The Day Camp Counselor is responsible for the supervision and delivery of effective programming to day campers in an outdoor environment. Primary responsibilities include supervision and behavior management of day campers, facilitation of program activities, and timely and effective communication between supervisors, staff, campers, and families. Qualified applicants 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.

QUALIFICATIONS:

1. Must be 16 years of age or older
2. Progress toward a bachelor's degree in Human Services, Education, Camp Administration, or a 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 the required background screening
6. Experience working with youth of diverse backgrounds and abilities required.

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, and walking.
4. Ability to lift and carry fifty (50) pounds.
5. Significant amount of time spent outdoors.
6. Ability to perform professionally in stressful situations.
7. Must be able 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 types of climates.

ESSENTIAL FUNCTIONS:

1. Responsible for the supervision, safety, and care for all day campers.
 - a. At all times, must know where day campers are and adhere to all risk management policies and procedures.
 - b. Be a positive role model for all day campers.
 - c. Interpret Camp Fire's rules and policies for day campers and ensure that they are followed and respected.
 - d. Provide First Aid care at all necessary times, log all pertinent information, and reports all accidents and injuries to the Team Lead
2. Work cooperatively with Site Director, Team Lead, and other staff members

- a. Arrive on time for work each day. When requesting time off, or when ill, communicate with the Site Director and Team Lead in an efficient and timely manner.
- b. Assist with and be able to facilitate daily programming schedules.
- c. Inform the Team Lead of any conflicts or problems that arise as soon as they occur.
- d. Cooperate with parents of campers and manage two-way communication between camp staff and parents.
- e. Consult the Team Lead with problems communicating with parents.
- f. Cooperate and communicate with any off-site organizations' staff during the program.
- g. Promote and work under Camp Fire's Promise: Camp Fire provides the opportunity [for youth] to find their spark, lift their voice, and discover who they are.
- h. Perform all additional duties as assigned to the best of your ability, and with a positive attitude.

Pay: \$375-\$425/week depending on experience, prorated as needed for requested time off.

APPLICATION PROCESS: Apply online at www.campfireiowa.org/about/employment-opportunities/.

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.