



Camp Fire Heart of Iowa Job Description

POSITION: Summer Enrichment Coordinator | Des Moines
LOCATION: Lovejoy Elementary School
CLASSIFICATION: Seasonal (Full-time)
REPORTS TO: Des Moines Program Director
SUMMER SEASON: June 20, 2023 – August 4, 2023

JOB SUMMARY: The ideal candidate will be responsible for assisting a classroom teacher with instructional programming during daily summer school hours (9:00 – 11:30 AM) for students in grades K – 5. After summer school ends, students transition into a summer day camp environment. Summer Enrichment Coordinators will be responsible for the day-to-day management of staff, students, and the overall program. They will support Summer Enrichment Counselors by preparing, organizing, and planning various activities outside of summer school hours (11:30 AM – 5:30 PM). Summer enrichment Coordinators will ensure a fun, safe, secure, and structured environment for all participants.

QUALIFICATIONS:

1. Must be 21 years of age or older.
2. Must be able to pass a criminal background check.
3. Must have reliable transportation to and from the job site.
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 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. Additional certifications may be required depending on the program area.

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 program equipment.
12. Operate with daily exposure to the 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 programming including but not limited to crafts, games, and other special activities
 - Ensure all relevant safety regulations and ACA standards are followed
2. Support summer enrichment staff:
 - Communicate any staff concerns to the Administrative Team
 - Mediate and solve problems that may arise between staff
 - Provide encouragement and support to summer enrichment staff
3. Ensure cleanliness and organization of shared spaces.
4. Serve as a resource for behavior management techniques, technical skills, and program policy to all Summer Enrichment Counselors.
5. Ensure the safety and well-being of campers at all times:
 - Help students have fun, take risks, 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 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. Teach and explain rules and expectations to students.
9. Work cooperatively with other staff.
10. Cooperate with parents of students. Communicate any concerns to the Administrative Team.
11. Manage personal time off in accordance with camp policy.
12. Submit all required reports, evaluations, and incident reports.
13. Perform other duties as assigned by the Administrative Team.

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

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.