



## Camp Fire Heart of Iowa Job Description

**POSITION:** Camp Director | Camp Hantesa  
**CLASSIFICATION:** Full-time, exempt  
**REPORTS TO:** Development & Operations Director

**JOB SUMMARY:** Responsible for the operation and oversight of Camp Hantesa, including community user groups, summer camp (day and overnight), and other out-of-school time programs.

### QUALIFICATIONS:

1. Bachelor's degree in Youth Services, Human Services, Education, Outdoor Recreation, or related field preferred.
2. 3-5 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 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. Have, or have the ability to obtain:
  - First Aid/CPR and Mandatory Reporter certifications
  - Class B Commercial Driver's License (CDL)
  - ServSafe Food Protection Manager certification
  - American Red Cross Lifeguard Instructor Certification
15. Additional certifications are a plus, including:
  - ACA Visitor
  - 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 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 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 representing Camp Fire as an inclusive leader in youth development.
3. Design, deliver, and evaluate high-quality out-of-school time (OST) programs including day camps, before- and after-school, weekend, family, community club, and overnight programs.
4. Hire, train, supervise, and evaluate part-time, seasonal, and professional program staff.
5. Ensure program staff and participants know and follow all safety protocols and organization 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. Coordinate 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. Manage Camp Hantesa operations including food service, camp store, health care, and housekeeping.
13. Recruit, host, and retain community user groups including weddings, retreats, and other adult and youth programs.
14. Perform other duties as assigned.

**SALARY & BENEFITS:** \$40,000-\$45,000/year depending on experience. Additional benefits include an insurance plan covering health, vision, and dental, on-site housing, 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 resume and cover letter to Owen Ballard, Development & Operations Director at [oballard@campfireiowa.org](mailto:oballard@campfireiowa.org) with 'Camp Director Application' in the subject line. Anticipated start date of October-November 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.