



## SummerKids Assistant Camp Director

Camp Fire Central Oregon is looking for a motivated, creative, and enthusiastic individual, who loves educating and inspiring youth, to join our SummerKids Day Camp staff. Camp Fire offers eight week long day camp sessions, and will welcome up to 100 campers each week. We strive to give young people the opportunity to learn grow, enjoy nature and thrive through our SummerKids program. Our programming includes arts and crafts, movement activities, science investigations, environmental awareness, and community service projects.

The Assistant Director will work alongside the Camp Director, and counselors to implement our SummerKids day camp activities, based upon Camp Fire's comprehensive national curriculum and local creativity. This is a temporary, full time position beginning in June and ending in August 2017. There is a potential to stay on during the 2017-18 school year on an as needed basis as a counselor for various school year programs.

June 12-21	Part time: Camp Prep
June 21-24	Staff Training and Prep
June 26-August 18	SummerKids Camp Sessions

Hours vary depending upon program needs but are generally Monday - Friday between 7am and 6pm.

### ***Duties include, but are not limited to:***

**Supervision:** Directly supervise and engage Camp Counselors, youth volunteer Counselors in Training, and participants, ages 5-12. Design and deliver program activities to counselor staff that are safe, fun, and appropriate to camper's age and abilities. Oversee management of daily camp operations.

**Mentor and Teach:** Interact with youth in a sensitive and honest way. Encourage them to try new things and to be their best selves. Lead and participate in various activities for as directed by Camp Director, such as crafts, games, reading books, singing songs, or a variety of other options. Contribute your ideas to make camp even more fun and personal for you, the staff, and the youth you are working with.

**Facility Management:** Maintain a clean, safe facility. Set up and take down equipment needed for activities.

**Parent Liaison:** Communicate with parents as necessary to share day camp experiences, including successes, discipline, and incidents.

**Requirements:**

- Must enjoy working with youth and genuinely like kids!
  
- Experience:
  - in an administrative camp role, or camp leadership position.
  - supervising program staff.
  - working directly with youth.
  - developing and implementing age appropriate activities.
  - overseeing program safety.
  
- Ability and skills to:
  - be energetic and fun.
  - have a positive attitude.
  - be engaging and relate well with people of all backgrounds and ages, especially kids.
  - work indoors and outdoors in varying weather conditions.
  - actively participate in all activities.
  - show initiative: be self-motivated, proactive, and independent and have strong work ethic.
  - effectively communicate with participants, parents, staff, and supervisors.
  - work well as part of a small, cohesive team.
  - have good time management and organizational skills.
  - lift equipment and supplies.
  
- First Aid / CPR certification, or ability to become certified prior to beginning of staff training

Learn more about Camp Fire Central Oregon at [campfireco.org](http://campfireco.org).

Salary commensurate with experience, ranging from \$11 -\$15 per hour.

To apply, please email your resume and cover letter to [jobs@campfireco.org](mailto:jobs@campfireco.org) with subject line "SummerKids Assistant Director 2017 [Your last name]".