

# Camp Fire First Texas Job Summary



<i>Job Title</i>	Summer Camp Unit Coordinator
<i>Department</i>	Outdoor
<i>Position</i>	1
<i>Level/Classification</i>	
<i>Location</i>	Camp El Tesoro, 7710 Fall Creek Hwy, Granbury TX 76049
<i>In-Person/Virtual</i>	In-Person 100%
<i>Reports To</i>	Camp Director
<i>FLSA Status</i>	Seasonal
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Seasonal (May to August)
<i>Compensation Package</i>	\$350/week Plus food and Board.
<i>Start Date</i>	May 19

**APPLY NOW**

## Our Commitment to Equity

Studies have shown that women and people of color are less likely to apply for jobs unless they meet every one of the qualifications listed. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't meet every one of our qualifications listed. If you are unsure whether you meet the qualifications of this position, please feel free to contact us to discuss your application. Camp Fire strives to create an inclusive environment that welcomes and values the diversity of the people we serve. We foster fairness, equity, and inclusion to create a workplace environment where everyone is treated with respect and dignity.

## Our Investment in You

Through a commitment to equity, continuous learning and by leading with our values, we believe in maintaining a supportive work culture while providing the highest quality programming. Camp Fire is putting the call out to passionate individual who is ready to join our team.

**Job Summary:** Under the direction of the Camp Director. Camp El Tesoro offers a coed summer residential and day camp program for children ages 6-17. Our campers typically stay one to two weeks during the summer. We offer a variety of camp programs and allow the campers to choose their morning activity schedule.

Unit Coordinators are responsible for the overall management of one of our three units in camp. Each unit in camp has 6 – 8 cabins. Unit Coordinators are the direct supervisors of all Cabin Counselors in their Unit, and as such should be prepared to help problem solve or handle minor disciplinary issues with any campers. Unit Coordinators are also responsible:

- Oversee cabin management for the entire unit
- Maintain facilities in and around the Unit
- Facilitate a weekly cookout within the Unit
- Some Administrative Duties
- Planning Facilitating All Evening Programming
- Operate and Clean the Program Kawasaki Mules
- Support and collaborate with other Unit Coordinators when needed
- Support and collaborate with facilities staff when needed

### Essential Functions:

- Implement a variety of age and ability appropriate activities such as: archery, challenge course, canoeing, outdoor survival skills, and additional studies as developed.
- Assist in the direction, supervision, and organization of campers in their living unit, within activities and throughout the camp in order to meet the intended camper outcomes.
- Participate in the development and implementation of program activities for campers within the mission and outcomes, such as: archery, challenge course, canoeing, outdoor survival skills, hiking, arts and crafts etc...
- Maintain high standards of health and safety in all activities for staff and campers.
- Be a role model to campers and staff in your attitude and behavior.
- Attend all job trainings and staff meetings.
- Contribute to verbal and written evaluations and communication as requested.
- Participate enthusiastically in all camp activities, planning, and leading those as assigned.
- Ensure participants know and follow safety and educational procedures.
- Observe hazards or developments in the natural environment and alert appropriate staff.
- Ability to live in camp setting and work irregular hours while delivering programs.
- Ability to observe behavior, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Assist in overall implementation of camp programs.
- Adhere to Camp Fire First Texas policies and procedures.
- Assume other duties and special projects as assigned

### Required Knowledge/Skills/Abilities:

- Current CPR/First Aid certifications (or willingness to attain upon hire)
- Self-motivated, able to work independently or with a team
- A genuine interest in working with and leading participants of all ages in a camping environment.

### Preferred Knowledge/Skills/Abilities:

- Previous summer camp and/or outdoor education experience.
- Preference toward current or willingness to attain, Challenge Course Level 1, and/or Lifeguard certifications.
- The ability and desire to work with children of all ages in small and large group situations, a desire to live in community, a sense of humor, creativity and flexibility.

### Certificates, Licenses, Registrations

- First Aid / CPR certified

## Essential Functions:

- Ability to lift 40 pounds, to stoop, stretch, bend and walk on uneven terrain and in a variety of environments and weather
- Provide a warm, nurturing, fun, and safe environment for all campers
- Interact with campers in a positive and professional manner
- Attend all meetings and functions required by the position
- Ability to facilitate implement activities with participants of all ages
- Ability to use office equipment including copiers, computers and telephones
- Ability to use maintenance equipment including, loppers, rakes, and shovels

## Relationships:

Unit Coordinators report to the Camp Directors, to develop positive relationships with Camp Counselors, and collaborate with other staff at Camp El Tesoro.

## Accountability:

This position is responsible for supervision and safety of campers at Camp El Tesoro.

## Program and Management Key Areas of Responsibility:

Key Area of Responsibility	Specific Duties
Program or Project Operations	<ul style="list-style-type: none"><li>• Plan and coordinate with Program Coordinators and Cabin Staff to implement daily activities based on groups needs or other daily tasks as needed</li><li>• Supervise and participate in group activities</li><li>• Delivery of designated camp activities</li><li>• Ensure proper use of program supplies and equipment to minimize waste</li></ul>
Human Resources	<ul style="list-style-type: none"><li>• Report any concerns to supervisors immediately</li><li>• Attend required training and staff meetings</li><li>• Working collaboratively with other Counselors, Program Coordinators, and Facility Staff.</li><li>• Maintain positive, professional relationships with campers, and fellow staff</li></ul>
Financial Operations	<ul style="list-style-type: none"><li>•</li></ul>
Marketing & Communication	<ul style="list-style-type: none"><li>• Represent Camp El Tesoro in a positive manner.</li></ul>
Facilities & Equipment	<ul style="list-style-type: none"><li>• Maintain a clean and safe program area</li><li>• Report all maintenance and repair needs to the Unit Coordinators</li></ul>
General Responsibilities	<ul style="list-style-type: none"><li>• Communicate regularly with supervisor about unusual events, special needs, camper concerns and suggestions</li><li>• Be able to communicate program purposes and goals</li></ul>

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| • Support and implement Council goals as assigned |
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## About Camp Fire:

Camp Fire First Texas is a 501(c)(3) nonprofit organization that invests in North Texas communities by providing out-of-school time and outdoor learning programs for children and youth while also offering workforce development programs for early childhood educators. We envision a community in which every child has equitable access to the learning opportunities they need to succeed and thrive in a rapidly changing world.

As part of Camp Fire First Texas, Camp El Tesoro has been operating since 1934. At camp, participants get to experience many fun new activities, like archery, canoeing, fossil hunting, outdoor cooking, and more, while simultaneously developing important social skills, like teamwork, communication, and independence.

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

## Our Commitment

Camp Fire welcomes and embraces all youth of diverse cultures, beliefs, experiences, and identities. We are committed to creating a culturally-responsive, inclusive, and safe environment for all children, families and staff. Camp Fire First Texas is an Equal Opportunity Employer. Employment decisions are made without regard to race, age, religion, color, gender, gender expression and identification, sexual orientation, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law.

## Apply:

[Apply online](#) or email [HR@CampFireFW.org](mailto:HR@CampFireFW.org) a cover letter, resume & salary requirements.

View other open positions at <https://www.campfirefw.org/careers/>.

*Employment at Camp Fire First Texas is on an at-will basis. The employee and the organization are each free to terminate the relationship at any time without cause.*

*Due to the volume of responses, only qualified parties will be contacted. **No phone calls or emails, please.***