

Camp Fire First Texas Job Summary



<i>Job Title</i>	Coordinator – Day Camp
<i>Department</i>	Outdoor
<i>Position</i>	
<i>Level/Classification</i>	
<i>Location</i>	Camp El Tesoro, 7710 Fall Creek Hwy, Granbury TX 76049
<i>In-Person/Virtual</i>	100% in person
<i>Reports To</i>	Interim VP of Programs and Facilities
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full Time
<i>Regular/Temporary</i>	Seasonal
<i>Compensation Package</i>	\$577/week Plus food when programs are in session and lodging includes private rooms, shared kitchen and laundry. Can be a daily commuter.
<i>Start Date</i>	April 15 th

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 the passionate individual who is ready to join our team.

Job Summary: Camp El Tesoro offers a coed summer nature day camp program for children going into kindergarten through fifth grade. Our campers typically attend for one week or multiple weeks throughout the summer. We offer a variety of camp programs and offer an overnight option on Wednesday evenings.

It is the responsibility of all camp staff to further the mission of Camp Fire's Camp El Tesoro through the planning and delivery of program activities and events, as well as design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities.

Essential Functions:

- Recruit, train, and supervise day camp staff to follow safety and educational procedures during camp programs.
- Create, recruit campers and direct Nature Day camp Programs that encompass environmental studies with topics such as fossils, orienteering, birds, animal habitats, trees, grasses, wildflowers, insects, and additional studies as developed.
- Assist in the management and care of the physical facilities and equipment in all program areas
- Supervise and evaluate Nature Day Camp Staff to develop and implement all facets of day camp program activities.
- Create day camper and group program and activity schedules.
- Deliver a fun program to campers.
- Ensure that camp staff and campers know and follow safety and educational procedures during camp programs.
- Assist in the management and care of the physical facilities and equipment in all program areas.
- Attend administrative staff meetings.
- Maintain clear and positive written and verbal communication with all camp staff.
- Participate enthusiastically in all camp activities, providing support and guidance to those assigned as leaders.
- Assist in handling camper behavior management, and contact parents as needed.
- Participate as a member of the camp staff team to deliver special events, overnights, and other all-camp activities and camp functions.
- Provide ongoing program ideas to counseling and activity area staff.
- Other duties as assigned

Required Knowledge/Skills/Abilities:

- Minimum of 21 years of age
- A genuine interest in working/living with and teaching children in outdoor environment
- Ability to accept supervision and guidance
- Ability to handle the pressures that are associated with living with coworkers, and children
- Enthusiasm, sense of humor, patience and self-control
- Good character, integrity, and adaptability
- Current CPR and First Aid certifications (some training may be provided)

Preferred Knowledge/Skills/Abilities:

- Working towards an Associate's or Bachelor's degree in child development, education, recreation or a related field
- Previous summer camp and/or outdoor education experience.
- Preference toward current or willingness to attain Archery, Challenge Course Level 1, and/or Lifeguard certifications.
- The ability and desire to work with elementary school students through senior adults 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 participants
- Interact with youth and families in a positive and professional manner
- Attend all meetings and functions required by the position
- Ability to facilitate implement curriculum with participants of all ages
- Ability to use office equipment including copiers, computers and telephones

Relationships:

This position reports to Interim VP of Programs, develops positive relationships with parents and children, and collaborates with other Camp El Tesoro staff.

Accountability:

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

Key Area of Responsibility:

Program and Management Key Areas of Responsibility:

Key Area of Responsibility	Specific Duties
Program Operations	<ul style="list-style-type: none"> • Plan and coordinate weekly schedules and themed activities related to weekly theme • Plan and coordinate with the Site Director to implement daily lesson plans based on the curriculum outline • Supervise and participate in group activities • Use and promote positive guidance • Maintain a safe and healthy environment by adhering to Camp Fire and American Camp Association standards • Communicate with Interim VP of Programs all incidents and/or behavior issues in a timely manner • Ensure proper use of program supplies and equipment to minimize waste • Hire day camp counselors
Human Resources	<ul style="list-style-type: none"> • Report any concerns to supervisor immediately • Attend required training and staff meetings • Read and respond to email correspondence from Site Director, Program Director, or other Camp Fire personnel • Maintain positive, professional relationships with co-workers, school faculty, and families
Financial Operations	<ul style="list-style-type: none"> • Provide exceptional customer service to families • Maintain high enrollment by providing excellent programming
Marketing & Communication	<ul style="list-style-type: none"> • Promote Camp Fire programs within the community • Represent Camp Fire in a positive manner
Facilities & Equipment	<ul style="list-style-type: none"> • Maintain a clean and safe program area • Report all maintenance and repair needs to the Nature Day

	Camp Director
General Responsibilities	<ul style="list-style-type: none"> • Attend Staff Trainings. • Communicate regularly with supervisor about unusual events, special needs, participant concerns and suggestions. • Be able to communicate program purposes and goals in the community • Support and implement Council goals as assigned

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, and serves over 1,500 campers each summer in both resident and day camp settings. Nature Day Camp primarily serves the local Granbury community. Unique weekly focus areas allow campers to discover our world from the natural (trees, bugs, bones and rocks) to the terrestrial (solar system) and ecological (recycling, going green). Art, science and good-old fashioned exploration will fill mornings while afternoons are a mix of swimming and adventure with archery, horseback riding, canoeing and more.

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 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 follow up emails, please.

