



## CAMP FIRE WALLA WALLA

### Position Description

Updated 11/2021

Position Title: **Program Director**

FSLA Status: Exempt, Full Time

Reports to: Executive Director

Supervises: All Program Staff

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### **Organization Overview / Mission Statement**

Since 1924, Camp Fire Walla Walla has provided enriching life experiences, outdoor adventures, and learning opportunities for children. Camp Fire currently offers afterschool and summer day camp programs in Walla Walla and College Place. **Our Promise:** Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. **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.

### **Position Summary**

This position is responsible for putting Camp Fire's mission into practice through safe, fun, engaging, out-of-school and summer programs. This includes (but is not limited to): planning and implementing activities; hiring, training, supervising program staff; record keeping; recognizing and addressing safety issues, emergencies, and behavior and health concerns; interacting with parents, activity providers, field trip destinations, and other partners; and being a positive representative of Camp Fire Walla Walla.

### **Essential Functions:**

- **Programs:** Plan and manage all aspects of program delivery including setting goals, developing curriculum, planning recreation activities, procuring and delivering supplies, and evaluating program success.
- **Staff:** Recruit, hire, and train staff and volunteers to provide quality programming and meet licensing requirements and program goals. Supervise, evaluate, and coach staff to improve program quality and consult Executive Director regarding staff improvement plans or disciplinary actions.
- **Mission & Culture:** Incorporate national Camp Fire mission, values, policies, resources, and practices into youth program and staff development plans.
- **Health & Safety:** Support staff and collaborate with parents to effectively address health, safety, and behavior concerns. Review enrollment information and train staff accordingly.
- **Professional Knowledge:** Actively pursue development opportunities and credentials to meet licensing requirements and stay up to date on current trends in the youth development field.

- **Administration:** Assume responsibility during Executive Director's absence. Assist with office coverage during Office Manager's absence.
- **Financial:** Assist in developing annual budget, monitor income and expenses, and operate program within approved budget.
- **Records & Licensing:** Keep accurate records and statistical information, submit timely reports, and maintain required licensing documentation.
- **Promotion & Fundraising:** Assist with marketing efforts, grant writing, and special events.
- **Facilities & Resources:** Make necessary reservations for park and school facility use, ensure staff and participants demonstrate a leave-it-better-than-you-found-it ethic, keep storage areas organized and supplies and equipment in good condition.
- Other duties as assigned.

### **Qualifications**

- High school diploma or equivalent.
- Minimum 12 college-level credits completed. (ECE certificate or AA/BA degree preferred.)
- Completion of Department of Children, Youth, and Families (DCYF) pre-service licensing requirements within 15 days of hire (background check, TB test, food handler card, blood borne pathogens training, licensing orientation, school age basics training, and First Aid / CPR certification).

### **Preferred Knowledge, Skills, Experience**

- Knowledge of youth development programming and management.
- Knowledge of childcare licensing requirements and/or familiarity with DCYF's MERIT system and childcare-related WACs.
- Ability to lead others and act as a community ambassador on behalf of Camp Fire.
- Ability to use mature judgement to prevent and respond effectively to urgent situations.
- Ability to prioritize tasks and organize information.
- Experience training and supervising others.

### **Physical Requirements**

- Ability to move easily on rugged terrain in outdoor settings.
- Ability to accompany walking field trips up to one 1.5 miles.
- Ability to frequently lift 25 pounds.
- Must provide proof of being fully vaccinated against COVID-19 or obtain a religious or medical exemption.

### **Schedule, Locations**

- Program Director works approximately 50% of time at Camp Fire office with a flexible schedule as agreed upon with supervisor and 50% of time providing support and supervision during program hours, which range from 1:30 – 5:30pm during the school year and throughout the day during the summer.
- Occasional weekend and evening hours may be required for staff meetings, training, and special events.
- A reliable vehicle with adequate insurance is required for visiting and delivering supplies to program sites at schools and parks within Walla Walla and College Place. Mileage is reimbursed.

### **Salary & Benefits**

- Salary: \$38,000+ DOE
- 3% matched contribution to Edward Jones retirement plan
- Health insurance reimbursement program (\$300/month)
- 10 days paid vacation time
- 11 paid holidays
- Paid health & wellness leave (sick days)
- Training and development opportunities

### **Application Process**

Submit letter of interest and resume to Executive Director at [janet@wwcampfire.org](mailto:janet@wwcampfire.org).

*Camp Fire Walla Walla 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.*