



CAMP FIRE WALLA WALLA

Position Description

Established 11/2021

Position Title: **Early Learning Coordinator**

FSLA Status: Non-Exempt, Part Time

Reports to: Program Director

Supervises: Lead/Assistant Teachers

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

With a focus on providing after school programming at the Center for Children and Families (CCF), this position is responsible for putting Camp Fire's mission into practice through safe, fun, engaging learning opportunities. This includes (but is not limited to): planning and implementing activities; leading other program staff; record keeping; recognizing and addressing safety issues, emergencies, and behavior and health concerns; interacting with parents and other program partners; and being a positive representative of Camp Fire Walla Walla.

Essential Functions:

- **Program:** With mission and program goals in mind, develop curriculum and facilitate age-appropriate activities that promote social-emotional learning (such as outdoor play, sensory exploration, games, storytelling, imaginative play, crafts, songs and music, and healthy habits, hygiene, and nutrition).
- **Staff:** Lead and mentor staff and volunteers to provide quality programming and meet licensing requirements and program goals. Collaborate with Program Director to supervise, evaluate, and coach staff to continuously improve program quality.
- **Mission & Culture:** Incorporate national Camp Fire mission, values, policies, resources, and practices into activities and program plans.
- **Health & Safety:** Monitor and address health, safety, and behavior concerns. Review participants' health information and plan accordingly. Clean and sanitize equipment and supplies according to recommended standards.

- **Relationship Building:** Communicate and collaborate effectively and cultivate positive relationships with other program staff, parents, and CCF staff.
- **Professional Knowledge:** Actively pursue development opportunities and credentials to meet licensing requirements and improve program delivery.
- **Records & Licensing:** Keep accurate records and statistical information, submit timely reports, and maintain required licensing documentation.
- **Facilities & Resources:** Keep storage areas organized and equipment in good condition. Ensure that supplies are sufficiently stocked and used appropriately.
- Other duties as assigned.

Qualifications

- High school diploma or equivalent.
- Minimum 12 college-level credits completed.
- 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 and early learning strategies.
- 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 building relationships with parents and partners and leading and mentoring others in a learning environment.

Schedule, Locations

- The program is housed in a dedicated classroom at the Center for Children and Families and operates from 2:30 – 5:30pm on school days.
- In addition to on-site program hours, Program Coordinator will work approximately 10 additional hours per week to plan and prepare. Planning and preparation time can be on a flexible schedule as agreed upon with Executive Director and can be located in the classroom or at the Camp Fire office.
- On rare occasion, weekend and evening hours may be required for staff meetings, training, and special events.

Physical Requirements

- Ability to move easily on rugged terrain in outdoor settings, climb stairs, bend, reach, participate in active play, and occasionally lift children.

Wages & Benefits:

- Hourly wage: \$18+ DOE
- Sick leave as specified by Washington State law
- Mileage reimbursement between work locations
- Training and development opportunities

Application Process

Submit letter of interest and resume to Executive Director at 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.