

## Section 2B

### **2b. Community Family Club Program Management**

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**CAMP FIRE SNOHOMISH COUNTY COUNCIL**  
**4312 Rucker Ave. Everett, WA 98203**  
**COMMUNITY FAMILY CLUB SITE COORDINATOR JOB DESCRIPTION**

Job Title: Site Coordinator

Responsible To: Community Family Club Coordinator

General Function:

The Site Coordinator is responsible for the establishment, implementation and management of a Community Family Club.

Key Areas of Responsibility

Program Delivery Administration

- Assist with recruitment of participants for each site
- Ensure that club meetings are planned and occur on a regular schedule
- Assemble and implement curriculum materials and ensure that needed supplies are available
- Maintain records, reports and surveys; meet all reporting deadlines
- Attend and participate in council training.
- Coordinate membership applications, permissions slips, and other required paperwork
- Coordinate with Youth Events Coordinator to support and participate in council-wide fund-raising activities including Candy Sale and Jammin' Jamboree
- Operate within the budget for the site.

Volunteer Management

- Ensure appropriate number of volunteers are scheduled in leadership positions for each meeting
- Provide and coordinate orientation training
- Assist the program level coordinators as needed, with planning, training, building enthusiasm, and fostering cooperation.
- Ensure a program experience which fosters respect of all.
- Assist in coordinating participation in monthly special event/field trip

Quality Control

- Ensure that all activities meet Camp Fire standards and council policies.
- Evaluate the progress and accomplishments in relation to curriculum, field trips, and volunteer satisfaction; Identify possible change in methods/plan of work
- Ensure quality of the program through evaluation and communication with participants
- Provide innovative ideas for carrying out Camp Fire program including service projects and participation in area and council events.

Essential Functions of the Job:

- Ability to communicate and work with diverse groups of people
- Ability to provide necessary instructions to participants
- Ability to engage in all activities with the members
- Ability to lift 30 lbs.
- Ability to work flexible hours including evenings and weekends

## CFC SITE COORDINATOR JOB DESCRIPTION

### Minimum Qualifications:

- At least 18 years old.
- Ability to interpret Camp Fire to the community.
- Ability to plan, organize, delegate, and work with adults.
- Experience working with youth.
- Experience in management and supervision.
- Maintain professionalism in terms of appearance, attitude and conduct.
- Degree preferred, but not required.

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## VOLUNTEER AGREEMENT

I agree to make a volunteer commitment of my services for a period of one year. I have received, read and will abide by Camp Fire's CHILD ABUSE POLICIES AND GUIDELINES related to preventing and reporting child abuse. I further agree to fulfill the responsibilities of this position as described in the job description, to the best of my ability. I understand that this agreement is dependent upon successful completion of a National Background Check. The return of a negative Background Check will result in the immediate nullification of this agreement.

I have read and understand the following Promise and will, to the best of my ability, incorporate it into my work with Camp Fire.

### ***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  
In Camp Fire, it begins now.  
Light the fire within*

As a leader, I will:

- Abide by the Camp Fire Standards
- Attend training on Camp Fire programs relevant to the age of my youth
- Attend Monthly Leader Meetings.
- Stay current on Camp Fire Snohomish news by reading the Peeks ( Monthly Leader Newsletter) and emails
- Communicate regularly with my Club Administrator

If at any time, I find I am no longer able to continue in this position with Camp Fire Snohomish County, I may contact my Club Administrator and withdraw my agreement. Every effort will be made to provide at least two weeks written notice prior to my resignation. I understand that I am responsible to my Club Administrator. I may contact a Club Administrator at 425 258-5437 with any questions or concerns that I may have concerning my position.

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Volunteer Signature

Date

Return one copy of this agreement to the Camp Fire Training and Resource Center and keep a second copy for your records.

## LEADERSHIP TEAM POSITIONS

*The following are essential for a successful club.*

### Program Level Coordinator (ongoing)

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- Complete New Leader Orientation at <http://www.campfiresnoco.org/resources>
- Use "How Would a Club Work" form to coordinate first Parent Meeting
- Schedule 2-3 planning meetings for the team (September/January/June)
- Coordinate and distribute calendar/schedule for the year (meeting dates and times)
- Reserve meeting place
- Delegate responsibilities
- Keep record of adults who attend Camp Fire Trainings
- Attend Monthly leader/volunteer meetings (or send a representative) to pickup current Camp Fire information and report back to team members.

### Working with the Kids (ongoing)

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*Adults who lead club meetings must meet these qualifications:*

- Interest and enjoyment in working with youth in an educational or recreational setting
- Appreciation and understanding of the uniqueness of children and the ability to communicate with and relate to the age involved
- Ability to effectively plan, organize and carry out appropriate club activities
- Flexible enough to involve youth in program planning and decision making every step of the way
- Must be at least 18 years old; Horizon club advisors must be at least 20

*Time Requirements:*

- Around 2 hours per activity (includes preparation time)
- Complete New Leader Orientation and Program Training (about seven hours)
- Plan, hold, and attend regular club meetings

*General Requirements:*

- Follow the standards and procedures as stated in the Leader's Manual (Section 6\*)
- Be responsible for the health and safety of the club (see "Risk Free Club" Handout)
- Ensure that the children receive the emblems they earn
- Learn and transmit the history, culture, and rituals, and songs of Camp Fire
- Get parent consent and accompany club on field trips
- Maintain regular communication with families.
- Contact parents if a child does not come to club unless previously notified.

### Special Project Director (rotating)

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*Meet all requirements of anyone working with the kids plus:*

- Experience/interest/skill to lead the club towards a specific goal/project (Section 4\*)
- Plans and prepares project activities for the club
- Coordinates collection and/or purchase of supplies needed by the club for activities

### Record Keeper (ongoing)

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- Complete New Leader Orientation at [www.campfiresnoco.org/resources.htm](http://www.campfiresnoco.org/resources.htm)
- Collect Registration forms and fees from club members (Section 3\*)
- Collect National Background Check and Hold Harmless forms from adults working with and/or driving youth
- Register club members promptly with the Camp Fire Training and Resource Center
- Distribute club roster to all families
- Prepare written Parent Consent Forms for all field trips (Section 6\*)
- Does other written work and duplicating materials as needed

### Treasurer (ongoing)

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- Complete New Leader Orientation at [www.campfiresnoco.org/resources.htm](http://www.campfiresnoco.org/resources.htm)
- Collect club dues
- Open Bank account following Camp Fire Guidelines (Section 7\*)
- Maintain Club bank account and record book (Section 7\*)
- Assist with financial assistance forms (Section 3\*)
- Reimburse team members for program expenditures
- Create treasurers report (Section 7\*)
- Coordinate 1 additional fundraiser per year for club (optional) (Section 7\*)

**Candy Volunteer** (December through February) \_\_\_\_\_

- 33% of our Camp Fire Council's revenues come from the annual Candy Sale. Your club earns \$.35 on every \$5.00 box of candy they sell. A club of 8 sellers earns \$210 if they sell "Fairshare" (75 boxes each). 15% - Awards, 40% - Product, 12% - organization & managing of sale.
- Attend Candy Parent Training (December) (Section 7\*)
- Set goals with club by deciding what you will do with the money you raise, and how much each child needs to sell to earn funds pay their way.
- Place candy order with Youth Events Coordinator by December 1<sup>st</sup>
- Coordinate attendance at the Candy Rally (January)
- Coordinate with your local depot to pick-up candy
- Have parents fill out Parent/Seller Responsibility Agreement prior to picking up candy
- Coordinate with adults the distribution of candy and collection of money
- Turn in candy money weekly to depot
- Close books with depot at the end of the sale
- Facilitate "Sales and Sense" meeting to earn emblem (optional) (Sect. 4A National Projects\*)
- Coordinate site sales for club (optional if possible)
- Pick up & distribute sales incentives/emblems from Candy depot and at April Leader's Meeting

**Trash Your Costume Trail Run Fundraiser** (April - June) \_\_\_\_\_

- It is an annual action experience held the first Saturday of Nov where kids collect pledges from sponsors for Camp Fire and your club keeps 10% of the funds you raise
- Attend meeting to learn about this fundraiser (Section 7\*)
- Distribute and explain Trash Your Costume information to the club
- Collect filled out mailers and turn in to the Camp Fire Service Center
- Collect completed participation report and bring to Camp Fire Service Center.
- Pick up and distribute club refund.

**Outdoor/Camping Coordinator** (ongoing) \_\_\_\_\_

- Complete New Leader Orientation at [www.campfiresnoco.org/resources.htm](http://www.campfiresnoco.org/resources.htm)
- Attend Outdoor Training (offered once in the Spring) (Section 4B\*)
- Reserve Camp Killoqua by filling out the "Application for Club Camping" (Section 4B\*)
- Include kids in planning every step of the way
- Organize a planning meeting to make sure all members bring supplies
- Oversee outdoor curriculum
- Plan and attend overnight, hikes, cookouts, etc.
- Work with club on outdoor skills
- Encourage others to attend Outdoor Training

**MORE TEAM POSITIONS**

*The following are additional positions that will help your club run smoothly.*

**First Aider** (ongoing/rotating) \_\_\_\_\_

- Certified in CPR and First Aid
- Bring first aid kit to every meeting
- Attend club meetings, field trips, overnights, hikes, cookouts, etc.

**Newsletter Editor** (ongoing) \_\_\_\_\_

- Prepare and type a monthly or quarterly newsletter for the families and sponsor of your club
- Coordinate with Leader's Meeting representative, the Council Newsletter, and other volunteers to keep everyone informed of upcoming events
- Encourage members to write and submit articles

**Snack Coordinator** (ongoing/rotating) \_\_\_\_\_

- Ensure that simple, healthy refreshments are provided for each club meeting.

**Leader's Meeting Representative** (ongoing/rotating) \_\_\_\_\_

- Attend monthly meetings and report to the newsletter editor, team and youth members about area events. Our Meeting is: \_\_\_\_\_
- Help plan and or coordinate attendance at Council, Area, or local events.

**Awards/Recognition Coordinator** (ongoing) \_\_\_\_\_

- Keep record of the award earned by the club (Section 4\*)
- Purchase emblems and or beads at the Camp Fire store
- Plan recognition ceremony or event
- Maintain club scrapbook (optional)
- Coordinate Council Fire attendance/participation

**Child Care Provider** (ongoing/rotating) \_\_\_\_\_

- Baby-sit children of club leaders who are attending a training or conducting a club meeting.

**Make Phone Calls** (as needed) \_\_\_\_\_

- Keep current roster of all club members
- Call club members to remind them of special events, meetings, or supplies needed
- Create Phone tree to help manage lots of calls in case of an emergency (optional)

**Transportation to events** (as needed) \_\_\_\_\_

- Fill out and turn in Insurance Coverage Request form and turn it in
- Make Sure to follow all Vehicle Safety Procedures, see handout
- Make sure there are at least 2 adults on all trips
- Work with family event Coordinator to arrange carpool or caravan

## **IMPORTANT JOBS FOR COMMUNITY FAMILY CLUBS**

*These are specific to Community Family Clubs*

**Coordinate Family Events** (monthly/ongoing/rotation) \_\_\_\_\_

- Plan activity or outing for members of your club using event planning sheet
- Find out what Club members want to do
- Maintain communication about what, when, where, cost
- Work with transportation volunteers to organize trip
- Delegate responsibilities as needed

**Meal Coordinator** (monthly/ongoing/rotating) \_\_\_\_\_

- Create sign up sheet for potluck to make sure you have complete meal, i.e.: main course, fruit, vegetables, salad, bread, dessert, drink, etc.
- Remind people what they are responsible for bringing
- Coordinate plates, napkins and eating utensils before the meeting
- See that set up for potluck dinner is completed
- Coordinate clean up and collection of left over supplies



## How Would a Club Work?

1. **Training** – Training is required to work with kids. The most successful clubs have several trained adults. Please call the Camp Fire Office to register for trainings.
  - New Leader Orientation, on-line training at [www.campfiresnoco.org/resources.htm](http://www.campfiresnoco.org/resources.htm) (1.5 – 2hrs)
  - Basic 2 Training, Learn specific details about the Program Level you work with (5 hours)
  - Outdoor Training (offered annually).

2. **Our Club Will Meet:** Time: From \_\_\_\_\_ to \_\_\_\_\_  
 Day of the week \_\_\_\_\_  
 Our first meeting will be \_\_\_\_\_  
 Place \_\_\_\_\_  
 Address \_\_\_\_\_ Room \_\_\_\_\_

3. Check out the **Leadership Team Position** handout in the registration packet. Everyone wants to help some way. This list will give you ideas how you can divide the job so everyone can help.

### Who will be the:

Telephone person \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Candy Parent \_\_\_\_\_  
 Spring Into Action Coordinator \_\_\_\_\_  
 Newsletter Editor \_\_\_\_\_  
 AREA Meeting Representative \_\_\_\_\_  
 Special Skill or Interest project lead \_\_\_\_\_

4. How are we going to share doing the activities with the children?

\_\_\_\_\_ **Leader & Co-leader:** Two adults who plans and runs the meeting with the kids.  
 \_\_\_\_\_ **Leader & Adult Volunteers:** Adult agrees to be present as a team member at all meetings, while other Co-leader or volunteers may rotate.  
 \_\_\_\_\_ **Leader coordinates meeting schedule.** All parents are asked to be on a team to run meetings.  
 An example may be:

Weekly      Monthly      Interest/Skill Groups      Family Committee

5. **Registration** – Please complete registration at [www.campfiresnoco.org/club/clubprogram](http://www.campfiresnoco.org/club/clubprogram). The Annual Registration fee is \$20.00 per child. VISA and MasterCard accepted.
  - At least two adults must register with a club
6. **The Uniform** for youth is a solid white top, blue or khaki pants and sash or vest for program level.



7. **Emblem Placement:** The Camp Fire identification and program level are placed over the heart. Uniforms, emblems, books, supplies and apparel can be purchased at the Camp Fire Store, 4312 Rucker Ave. Everett Monday – Thursday 8:00 a.m. – 6:00 p.m.
8. **Club Dues and Expenses** – Clubs handle their own finances and may start a bank account.
- Some Clubs collect \$10-20 from each member in the beginning to get going.
  - Other Clubs will collect dues each meeting
  - You may solicit a sponsor for the above costs (page Section 7)
  - Our Club Dues will be \$\_\_\_\_\_ Weekly Monthly Quarterly Yearly
9. **Fund Raising** – Clubs are expected to participate in 2 annual Council fundraisers:
- Trash Your Costume – First Saturday in November – recruit a Coordinator
  - Candy Sale (late January through mid February) – recruit Candy Parent
  - These fundraisers:
    - **benefit your Club by:**
      - raising money to purchase recognition beads and emblems
      - raising money to help pay for activities and projects
    - **benefit the individual by:**
      - providing recognition for effort
      - providing Camp Fire currency to help with event/camp expenses
      - teaching life skills
    - **benefit Camp Fire by:**
      - helping keep program costs as low as possible
      - providing training and activity materials for adults
      - helping with financial assistance
10. **Program Books** - Camp Fire provides excellent program materials that leaders can share. Youth each need a Youth Record Book for their program level.
11. **Meeting Snacks** are optional. Members often take turns, or snacks may be paid for from the club treasury. Don't forget to ask your parents if there any food preferences or allergies of which all adults should be aware?
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12. **Monthly Newsletters** - Every volunteer will receive a monthly newsletter called the Peeks. This is available on our Website or by mail. If you want to receive it on-line, be sure to give your CA your email address. We also need a volunteer to create a newsletter with information specific for our club to keep us all up to date.
13. **AREA Meetings** – Each Club is encouraged to send at least one adult to these regularly scheduled, local meetings where adults:
- Learn about events and activities available to Clubs
  - Get answers to questions
  - Share ideas, songs, games and crafts
  - Meet other Camp Fire volunteers
- We meet: Date \_\_\_\_\_ Time \_\_\_\_\_
- Place \_\_\_\_\_
14. **Camp Fire Volunteers and Support Staff-**
- We are willing to answer questions. Please call:
- Local Volunteer \_\_\_\_\_ Local Camp Fire Staff \_\_\_\_\_