

**Camp Fire: Snohomish County Council**  
**4312 Rucker Avenue Everett WA 98203**  
**425-258-5437**  
**Mega Club Leader Job Description**

**Job Title:** Mega Club Leader

**Responsible To:** Mega Club Coordinator – Kena Masonholder

**General Function:**

To facilitate a Camp Fire club experience for children K-6<sup>th</sup> grade and possibly older, in low-income areas of Snohomish County, on a regular basis through activities based on the official Camp Fire club program and the children's needs and interest.

**Wages:** \$11 to \$13 an hour.

**Key Areas of Responsibility:**

- Be a positive Role Model for the club kids.
- Organize and carry out program activities ensuring they meet Camp Fire Standards.
- Ensure that club meetings are planned and occur on a regular schedule.
- Maintain records, reports, surveys, and registrations; meet all reporting Dead-lines. Ensure camp registrations are completed and turned in on time.
- Produce a Club Newsletter; monthly or bi-monthly
- Operate within the budget for the site. Purchase or gather supplies.
- Recruit children for site to ensure appropriate number of participants.
- Recruit parent volunteers to assist with club. Keep records for their volunteer hours.
- Plan & Provide healthy snacks.
- Supervise the children to provide a safe environment.
- Attend Monthly staff meetings.
- Attend & participate in council training (usually a one-time training)
- Implement & support fund raisers with club (Candy Sales & Jammin' Jamboree)

**Essential Functions of the Job:**

- Ability to communicate (English Skills) and work with a diverse group of people
- Ability to engage in all activities with the club member
- Ability to lift 30 pounds
- 3 to 15 hours a week
- Ability to work flexible hours; week days after school; between 3:00-6:00 p.m. and Summer hours of 12 to 3pm

**Minimum Qualifications:**

- At least 18 years old and have a High school diploma or GED
- Valid Washington State Drivers License
- Pass National Criminal History background check
- Ability to interpret Camp Fire to the community
- Maintain professionalism in terms of appearance, attitude and conduct
- Experience working with children
- Ability to plan, organize and implement program