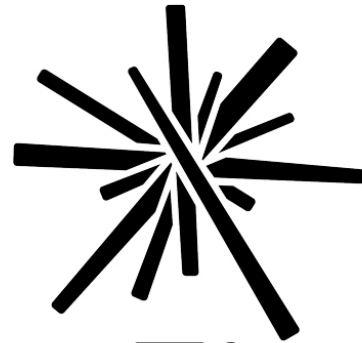


Come Join the Camp Fire Family! Camp Fire Snohomish County is seeking a professional staff member to work 30 hours a week; recruiting and maintaining classic club and supporting low income mega club program. This position is split 20 hours a week working in the community and in office to support classic club program; 10 hours a week leading activities with children in a mega club program and subbing as needed.

Camp Fire is a non-profit youth organization that serves youth 3 years of age through high school and families.

Our Promise is.... 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!**



Camp Fire

Light the fire within

Camp Fire Snohomish County Job Description

Job title: Youth Outreach Specialist

Reports to: Group Programs Director

General Function: Club Administrator duties are responsible for the management and extension of club Program.

Mega Leader duties are facilitate Camp Fire Club experience for children K-6th grade in low income areas.

Key Job Elements :

- **Community Relations**
 - Camp Fire is visible and participating in community activities and events
 - Staff and volunteers are informed of activities within Snohomish County
 - Contacts are made with key persons in Snohomish County to improve the image of Camp Fire
- **Club Recruitment and Retention**
 - Clubs are recruited and retained in accordance with council goals
 - New delivery systems for the club program are developed and explored, and are implemented when appropriate and feasible.
- **Club Program Management**
 - Club Leaders are recruited, interviewed, trained and supported.
 - Policies, practices and standards are interpreted and implemented
- **Mega Leader Elements**
 - 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
 - Operate within the budget for the site. Purchase or gather supplies
 - Recruit children for site to ensure appropriate number of participants.
 - Plan and provide healthy snack
 - Supervise the children to provide a safe environment
- **Other Responsibilities**
 - Be an active member of the Club program staff team and work to achieve Council goals
 - Keep Group Programs Director informed about program activities and events

This job description is not intended to be all inclusive. Rather, it represents major responsibilities and accountabilities. Other appropriate job-related tasks may be assigned.

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
- ability to work 30 hours a week
- Ability to work flexible hours; week days after school

Minimum Qualifications:

- BA in related field or AA with related experience
- Valid Washington State Driver's 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