



## *Youth Group Outreach Specialist*

### **Our Commitment**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships.

People of color, people with disabilities, veterans, and LGBTQ2S+ candidates are strongly encouraged to apply. Camp Fire is an equal opportunity employer and does not discriminate in its employment decisions. Camp Fire provides reasonable accommodation to applicants and employees as required by law. Applicants with disabilities may request reasonable accommodation at any point in the employment process.

Working at Camp Fire Snohomish County, you help provide a safe space for youth to discover their unique spark so that their future will glow brighter. We are looking for candidates who want to make a difference in the world, while working with youth, gaining skills and experience, all while working in an enjoyable and stable environment. At Camp Fire, we believe in and focus on: a love of nature and the outdoors; equity and inclusion; courageous leadership; hard work and a growth mindset; team collaboration; fostering youth and community; giving back to the communities we live in; and innovation in youth development

All employees have access to personal and on-going professional development opportunities. We offer competitive medical insurance, generous vacation time and sick leave, as well as retirement savings. Hours are flexible by role, with some opportunity for work from home.

<b>Job Title</b>	Youth Group Outreach Specialist
<b>Reports To</b>	Assistant Executive Director
<b>Classification</b>	Full-Time
<b>Exempt/Non-Exempt</b>	Non-Exempt
<b>Salary</b>	\$19.50-\$21.53 per hour DOE
<b>Organization Overview</b>	Camp Fire provides variety of development & enrichment opportunities that empower youth, staff, and volunteers to discover their sparks, gain confidence, build essential life skills, value the natural world, and be active contributors in their communities. We strive to create an environment where each youth and staff member has a sense of belonging, opportunities to share passions, and a place to thrive and find their spark.
<b>Position Overview</b>	Youth Group Outreach Specialist is responsible for recruiting and promoting Classic Club programs, Mega Club programs, and Community/ Family Clubs. The Specialist is responsible for scheduling and planning mega club meetings. They will also schedule and recruit volunteers for community activities and events promoting Camp Fire.

## **Essential Duties and Responsibilities**

### **Community Relations:**

- Camp Fire is visible and participating in community activities and events, such as festivals and parades.
- Staff and volunteers are informed of activities.
- Contacts are made with key persons in Snohomish County to promote and improve the Camp Fire brand and image.

### **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
- Work to achieve Council goals
- Keep Assistant Executive Director informed about program activities and events

### **Additional skills preferred:**

- 21 years of age or over
- Enjoy working with youth
- Experience working with youth
- Ability to play active games with youth.
- Possess a willingness to learn, teach and work with others
- Ability to work with a diverse group of people
- Ability to share Camp Fire's mission, goals and program with the community
- Ability to work flexible hours

## **Other Job Duties/Expectations**

- **APPLIED KNOWLEDGE.** Independently performs the duties required of the positions with proper use of practical, technical and professional skills.
- **INTERPERSONAL SKILLS.** Works with others in a cohesive and supportive manner. Recognizes or praises accomplishments of others. Offers to help others when appropriate. Helps to solve problems, suggests alternatives.
- **COMMUNICATIONS.** Effective use of oral, written, and listening skills. Written work is clear and understandable. Keeps supervisor and other staff appropriately informed.
- **PROFESSIONALISM.** Demonstrates businesslike conduct and attire. Dresses in a manner appropriate to job tasks. Demonstrates a spirit of cooperation.
- **ADAPTABILITY.** Understands and supportively adjust to changes, new policies, and individuals having different points of view.
- **TIME MANAGEMENT.** Organizes own responsibilities and/or those of others to meet deadlines, and to make maximum use of time available. Is punctual for meetings and appointments

## **Qualifications**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Bachelor's or Associates Degree; or two to five years related experience and/or training; or equivalent combination of education and experience.

## **Required Documents & Certifications**

- Resume'
- Valid CPR/First Aid card
- Pass National Criminal & State Background Check
- Ability to pass drug test

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Regularly required to sit

Use hands to handle, or feel, including keyboarding and mouse use

Reach with hands and arms

Speak and hear

Occasionally required to stand, walk, climb or balance, stoop, kneel, crouch, or crawl

Occasionally lift and/or move 30 pounds

Specific vision abilities include close vision, distance vision, and ability to adjust focus.

Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities