

If you are looking for a flexible job during the school year, look no further. Working for Camp Fire is a rewarding experience and an opportunity to join an innovative leader in youth development.

Our Before and After School Program is our largest program, operating from late August until late May. Most staff work a flexible schedule with time off mid-day that allows for their own professional development and a chance to complete higher level education. There is opportunity to work year-round with Camp Fire Alaska by working in one of our multiple summer camps from late May through early August.

The Site Director position is responsible for the overall planning, management and supervision of an assigned site with youth enrolled in grades K-6.

Essential duties include;

- Managing the site effectively while utilizing best practices for risk management and delivering quality programming.
- Oversee the planning and implementation of age-appropriate activities.
- Maintain positive relations with school personnel, administration and parents.
- Orientate new staff, providing ongoing coaching and training as needed.
- Supervise site staff, monitoring staff schedules and ratio, conduct weekly staff meetings, assessing job performance, and addressing corrective behavior.
- Assist with daily preparation of site.
- Maintain program files/records in accordance with established procedures.
- Complete a minimum of 24 hours of training annually.
- Adhere to and maintain all licensing standards, applicable regulations and CFA Policies.
- Other duties as assigned by supervisor.

Qualifications for the position include:

- 12 college credits, with at least 3 credits specific to early childhood education, youth development or related field, or a willingness to acquire required college credits. Bachelor's Degree is preferred.
- Experience in program planning and working with youth in a group structured setting.
- Leadership experience; minimum of 1 year prior experience in staff supervision and management preferred.
- Current Adult/Child/Infant CPR/AED and First Aid certification or the ability to acquire it within 30 days from hire.
- 21 years of age or older to maintain compliance with regulatory and accrediting entities.

Knowledge /Skills/Abilities:

- Excellent verbal, written and interpersonal communications and presentation skills.
- Work productively and effectively both independently and as a member of a team.
- Work effectively with a diverse population; multi-culture, age, gender, etc.
- Highly detailed-oriented with strong organization skills.

This is considered a part-time position, averaging 25-30 hours a week depending on assigned site. All employees that work 30/hours week regularly qualify for health benefits. Pay starts at \$15.35/hourly. Apply today by visiting the Camp Fire Alaska webpage at www.campfireak.org using the jobs tab. All questions should be directed to jobs@campfireak.org.