

Section 2a

2a. Classic Club Program Management

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CAMP FIRE SNOHOMISH COUNTY COUNCIL
4312 Rucker Ave. Everett, WA 98203
CLASSIC CLUB LEADER JOB DESCRIPTION

Title: Classic Club Leader

Term: One year

Goal: Facilitate a Camp Fire club experience for children on a regular basis through activities based on the official Camp Fire club program and the children's needs and interests.

Qualifications:

- Ability to organize and carry out program activities in a designated time frame.
- Positive experience in working with children in an educational or recreational setting.
- Understanding of and appreciation for uniqueness of children.

Duties:

- Ensures that club meetings are planned and occur on a regular schedule.
- Ensures that needed supplies are available.
- Involves and guides youth in the selection of activities that provide opportunity to experience learning by doing and develop life skills.
- Ensures that all activities meet Camp Fire standards and council policies.
- Provides innovative ideas for carrying out Camp Fire program including service projects and participation in area and council events.
- Maintains club records as assigned.
- Supports and participates in council-wide fund-raising activities.
- Ensures a program experience which fosters respect of all.
- Attends and participates in monthly leader/area meetings and area and council training.
- Acts as liaison and maintains positive relations between school, child care facility and council.
- Maintains professionalism in terms of appearance, attitude and conduct.

Essential Functions:

- Ability to communicate and work with groups of children and provide necessary instruction to youth.
- Ability to observe youth behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Ability to lift 30 pounds.

Requirements:

- Accepts the beliefs and principles of Camp Fire.
- Participate in continued leader training.
- Support local and national policy, procedures and standards.
- Be 18 years of age or in a supervised leadership training program.



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.

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.

TRAINING OF LEADERS

Training represents a major component of the support system to you, the program leaders. Through participation with other leaders and active dialogue with a skilled trainer, you will develop the knowledge, skills and confidence to effectively carry out your role in club leadership.

You are entitled by National Camp Fire standard (PS:41) to training that will enhance the quality of your leadership, to meet your needs and questions, and to be offered in such a way as not to limit your participation. We offer several training opportunities on weekends, evening and during the day. If you are unable to attend, please call your club administrator so alternative arrangements may be made.

In training you will:

- * Understand club program philosophy and its outcomes for youth.
- * Acquire knowledge and skills to help bring about these outcomes.
- * Learn about appropriate standards and procedures.
- * Develop an understanding of the council administrative support system.

You are required to attend the following:

NEW LEADER ORIENTATION - For new leaders, the on-line orientation may be completed at your convenience. It includes all the basic procedures and program content of Camp Fire that you need to complete prior holding a parents meeting or meeting with youth.

PROGRAM TRAINING - For new and returning leaders. Topics include: program level training, group management, managing risk and workshops that will help you with providing quality programming. This training divided between the on-line Learning Lab and group sessions at the Camp Fire office.

ADDITIONAL INDEPENDENT TRAINING LEARNING LAB at www.campfire.org/learninglab

Begin with Level 1. It is an excellent training that covers history, Spark, GPS and much more.

Outdoor Training –A 2 part training required before taking a club camping. At least one adult in your club needs this training. It could be another adult volunteer in your club who will go camping with you. Session 1 is at the Camp Fire Training & Resource Center and Session 2 is an overnight usually held at Camp Killoqua in the spring. Teaches trip planning, basic outdoor skills including fire building, tool use/safety and cooking over a fire.

American Red Cross First Aid or equivalent - You must have someone certified in first-aid on any club camping trip. First aid knowledge is also needed for any leader to handle those little bumps and bruises with calm nerves.

For schedules and information consult your current issue of the Peeks or contact your Club Administrator.

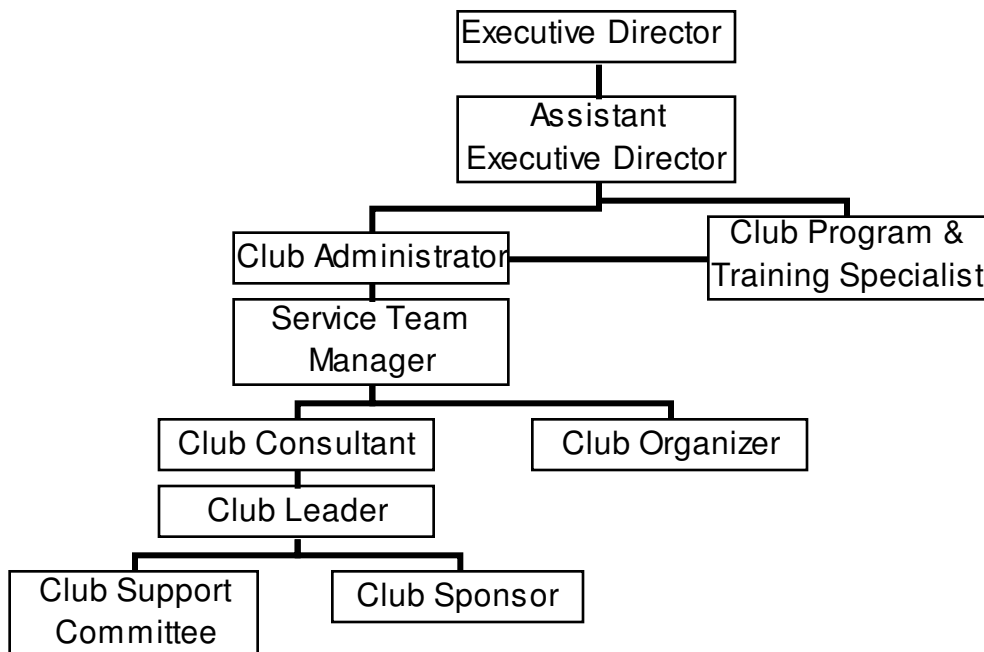
YOUR COUNCIL SUPPORT STAFF

Your Club Organizer - a volunteer who provides administrative support in the recruitment of leadership and clubs.

Your Club Consultant - a volunteer who provides administrative support in the areas of club program and standards at Leader meetings.

Your Area Service Team Manager - a volunteer appointed to provide leadership and administrative support to service team members in an assigned geographic area.

Your Club Administrator - the paid professional staff member responsible to the Assistant Executive Director. Snohomish County Council has four club administrators, each serving areas throughout Snohomish County.



LEADERSHIP TEAM POSITIONS

The following are essential for a successful club.

Program Level Coordinator (ongoing)

- 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)

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 (www.campfiresnoco.org/resources) and Program Training (about six 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)

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)

- Complete New Leader Orientation at www.campfiresnoco.org/resources.
- Ensure that Adult Volunteers and children register promptly.
- Ensure that the National Background Check and Hold Harmless forms are completed from adults working with and/or driving youth,
- Distribute club roster to all families
- Prepare written Parent Consent Forms for all field trips (Section 6*)

Treasurer (ongoing)

- Complete New Leader Orientation at www.campfiresnoco.org/resources.htm
- Open Bank account following Camp Fire Guidelines (Section 7*)
- Maintain Club bank account and record book (Section 7*)
- 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 1st
- 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

An annual action experience held the first Saturday of November where kids collect pledges from sponsors for Camp Fire and your club keeps 10% of the funds you raise

- Attend training meeting to learn about this fundraiser (Section 7*)
- Distribute and explain 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
- Attend Outdoor Training (offered in the Spring) (Section 4B*)
- Reserve Camp Killloqua 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.

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.

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

*References in this form are made to the Camp Fire Snohomish County Council's Leader's Manual

Snack Coordinator (ongoing/rotating)

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

Awards/Recognition Coordinator (ongoing)

- Keep record of the awards 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

*References in this form are made to the Camp Fire Snohomish County Council's Leader's Manual



How Would a Club Work?

1. **Training** – Training is required to work with kids. The most successful clubs have several trained adults. Call the Camp Fire Service Center to register for trainings.
 - New Leader Orientation, (1.5 hours) Available at www.campfiresnoco.org/resources.htm
 - Program 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 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 forms at www.campfiresnoco.org/club. 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.
 Camp Fire Snohomish County 4312 Rucker Ave. Everett, WA 98203

- 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 Trail Run – 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?

- 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 _____

SPECIAL EVENT REGISTRATION PROCEDURE

Our council offers many training, overnights and special events for Camp Fire youth and adults throughout the year. **Most of these activities request advance registration.** Some of them require a deposit or fee be paid prior to the event. Often a deadline for reservations is listed in the PEEKS or on the informational flier. A deadline is listed because supplies or food will be prepared or purchased based on the expected number of participants.

The Camp Fire staff tries to serve customers with courtesy, timeliness, and in the order received. We try to confirm your registration, notify you promptly of waiting lists and "pencil you in" while waiting for payment. Unfortunately, this has resulted in misunderstandings, disappointments, and canceled events.

We have developed a new and improved special event procedure. We hope this will better serve you!

1. **Please read each special event, training, and overnight notice carefully** - noting date, time, location, maximum number of participants, and the deadline for reservation.
2. **Please make your reservation BY the deadline.** You will be registered on a first-come, first-served basis. To ensure a spot, please reserve early. Remember, overnights at Camp Killoqua fill quickly! You don't want to miss the fantastic fun - and we don't want to cancel events.
3. **Reservations made after the deadline will be put on a waiting list.** You will be notified if there is an opening enabling you to attend the event.
4. **Reservations for events having NO FEE** may be made by phoning the Camp Fire Service Center. Your name will be registered in the order received.
5. **Registrations requiring a FEE or deposit will not be accepted by phone.** You may pay your registration fees by Visa or MasterCard. (We will NOT pencil your name on the registration list while waiting for receipt of payment.) Please mail or deliver your payment for reservations to the Service Center.
6. **If you would like confirmation, please call the Training and Resource Center,** as we will not be providing a written confirmation. However, you will be notified promptly if placed on a waiting list for the event.

CAMP FIRE SNOHOMISH COUNTY
4312 Rucker Ave. Everett, WA 98203-2233
(425) 258-5437 FAX (425) 252-2267
E-MAIL info@campfiresnoco.org
WEB PAGE www.campfiresnoco.org

STORE HOURS: Monday - Friday 9:00 - 5:00 p.m.

QUESTION AND ANSWER DIRECTORY

Executive Director:	Dave Surface
Assistant Executive Director/Camping	Carol Johnson
Club Program Director	Kena Masonholder
Club Administration	
Areas 1,2, 3, 4, 8	Lisa Chapman
Areas 5, 6	Carole Williams
Club Program & Training & Area 7	Donna Fischer
Community Relations:	
Club News Releases	Kena Masonholder
Council New Releases/Connection	Michael Deal
Fundraising:	
Candy Sale	Meagan Farrell
Endow ment	Dave Surface
Give Aw ay Auction	Michael Deal
Trash Your Costume Trail Run	Michael Deal
Wohelo Luncheon	Michael Deal
Grant w riter	Barbara George
Capital Campaign Director	Christa Pugh
Annual Dinner:	Michael Deal
Accountant:	Tomi Inoguchi
Killoqua Reservations:	Carol Johnson
Registration (Club and Camping):	Angie Bailey
Office and Store: Manager	Holly Huschka

BOARD OF DIRECTORS OFFICERS

Elizabeth Johnson, President
Rebekah Couper-Noles, Vice President
Albert Chang, Treasurer
Carol Clayton, Secretary