

## Laundry Specialist



**Position Summary** The Laundry Specialist at Camp Sealth is a detail-oriented and individual managing the camp's laundry operations. This role ensures that staff laundry services run smoothly, lost-and-found items are processed efficiently, and laundry equipment remains in good working order. This position requires organization, self-motivation, and comfort working independently in a fast-paced camp environment.

### Position Details

<i>Job Title</i>	Laundry Specialist
<i>Department</i>	Camping
<i>Location</i>	Camp Sealth
<i>Reports To</i>	Director of Facilities
<i>FLSA Status</i>	Exempt
<i>Full/Part Time</i>	Full-time
<i>Regular/TemporaryHousing</i>	Temporary Shared on-site housing
<i>Salary Range</i>	\$420/week

### Organization Overview

Camp Fire Central Puget Sound offers a variety of co-ed 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.

(Optional, provide further location/program overview. For example, from camp:

Camp Sealth is a summer camp, outdoor education center, and retreat facility serving around 7,000 people year-round. Summer camp is comprised of eight weeks of overnight camp and six weeks of day camp, serving over 2,000 youth each summer. During the school year, Camp Sealth hosts outdoor education and retreats for school and non-profit groups between September and May; groups and schools may range in size from 10 to 300.)

### Essential Job Responsibilities

- Operate and oversee the daily functions of the camp laundry room.
- Wash, dry, and distribute staff laundry in a timely manner (staff are responsible for folding their own laundry).
- Maintain a clean and organized laundry facility.
- Monitor laundry machines and report any maintenance needs to the maintenance team.
- Support the Lost and Found process by sorting, laundering, and assisting in the return or donation of unclaimed items.
- Keep inventory of laundry supplies and request restocking as needed.
- Follow all safety and hygiene protocols related to laundry and equipment operation.

### Secondary Job Responsibilities

- Other duties as assigned

### Skills and Qualifications

Camp Fire recognizes the value of skills and knowledge gained outside of formal higher education and paid employment. We believe that a diversity of professional and life experiences can lead to a well-rounded team. Applicants who do not meet all of the qualifications listed below but present other relevant qualifications or experience will be considered.

We strongly encourage anyone who feels passionate about this work, has a strong desire to grow their skills, and believes they have what it takes to thrive in this role to apply. Applicants of non-dominant cultures are welcome and encouraged to apply.

### **Qualifications**

- Current First Aid and CPR certification
- Ability to work independently and efficiently manage laundry tasks.
- Strong organizational skills with attention to cleanliness and detail.
- Basic knowledge of laundry machine operation and maintenance.
- Comfortable lifting loads of laundry and standing for extended periods.

### **Skills**

- Effective communication skills to coordinate with staff and the maintenance team.
- Experience in a similar role or camp setting is a plus but not required.

### **Physical Requirements**

- Standing for long periods of time
- Ability to lift and carry 20- 50 pounds
- Manual dexterity in handling and folding
- Repetitive motions of hands/wrists such as sorting, loading, and unloading laundry.
- Ability to bend, reach, crouch, lift, and push.
- Visual/auditory ability to identify and respond to environmental and other hazards of the site and facilities
- Able to work in potentially hot and humid environments.

### **Commitment to Diversity, Equity & Inclusion**

Camp Fire strives to continuously provide diverse, inclusive, and equitable environments throughout our organizations and programs. We recognize that both access to and success in our programs requires intentional work, to cultivate respect, eliminate systemic barriers, and address injustice head-on. We at Camp Fire believe that words must be followed by progress, action, and accountability. We recognize that our efforts will be ongoing and evolving as we continue to grow, learn, collaborate, and press for an equitable future.

### **Equal Employment Opportunity**

Camp Fire Central Puget Sound is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, or any other characteristic protected by law. We believe in creating a diverse and inclusive workplace where everyone feels valued and respected.

**Date Updated:** 3 February 2025