



Camp Fire  
MINNESOTA

## Camp Fire Minnesota Position Description

**Job Title:** Day Camp Coordinator  
**Purpose:** Direct and supervise Day Camp programs  
**Reports to:** Camp Director  
**Direct Report:** Camp counselors assigned to weekly Day Camp sessions  
**Classification:** Exempt, seasonal  
**Dates:** Must be available May 20- August 31

### About Camp Fire Minnesota

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter.

Camp Fire Minnesota “lights the spark” in over 5,000 K-12 youth each year through nature-based experiences. Our programs include summer camp, STEM, environmental education, and teambuilding school field trips at Tanadoona, in-school STEM and environmental education, and community-based before/after-school and summer nature programs.

We are proud to offer inclusive and welcoming programs to all youth. To this end, over 40% of youth who participate in Camp Fire Minnesota programs receive financial aid. As a result of their Camp Fire experience, 90% of youth report valuing nature and stewarding the environment.

Our summer camps at Tanadoona in Chanhassen and Camp Bluewater in Grand Rapids offer youth and teens progressive, nature-based learning through day, specialty day, overnight, adventure and leadership development camps. Tanadoona is an ACA accredited camp.

### About This Position

The Day Camp Coordinator is a pivotal role at Camp Tanadoona, as we will have over 120 day campers every week and will require great leadership, organization, and confidence in themselves.

### General Responsibilities:

- Identify and meet camper needs, provide guidance and leadership, and carry out camp program.
- Identify and meet staff needs by providing support and leadership.
- Work with counselors to plan a constructive, well balanced program.

### Essential Functions:

- Ability to communicate and work with groups participating (age and skill levels), and provide necessary instruction to campers.
- Abilities to observe camper 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.
- Possess the strength and endurance required to maintain constant supervision of campers.
- Reading and writing ability in planning and conducting activity schedules.
- Ability to help peers with scheduling and planning of programs.
- Ability to evaluate all staff members under your supervision.

**Specific Responsibilities:**

- Plan Day Camp activities that align with the program delivery goals and desired outcomes of Camp Fire MN.
- Recognize and respond to opportunities for problem solving in the group and with individual campers
- Provide opportunities for the group so that each individual experiences success during their camp stay.
- Help each participant meet the goals established by the camp for camper development.
- Develop opportunities for positive interaction between campers.
- Carry out established roles for supervising camper health and enforcing camp safety regulations.
- Supervise all aspects of the campers' day
- Prepare for and actively participate in staff training, meetings, and supervisory sessions.
- Set a good example for campers and others including cleanliness, punctuality, sharing clean up and chores, sportsmanship, and table manners.
- Follow camp rules, regulations, and policies.
- Encourage respect for personal property, camp equipment, facilities, and the environment.
- Maintain good public relations with campers' parents and visitors.
- Guiding counselors in being successful in programming and assignment completion.
- Participate in openings, closings, all camps, overnights, etc. as scheduled.
- Review paperwork to make sure it is complete. Check schedules for complete program areas.
- Serve as a resource to your counselors.
- These are not the only duties to be performed. Some duties may be reassigned and other duties are assigned as required.

**Minimum Qualifications:**

- Desire and ability to work with children and adults outdoors in an active environment
- Ability to accept supervision and guidance.
- Ability to relate to one's peer group and to children.
- Good character, integrity, and adaptability.
- Ability to lead and teach activities.
- Ability to supervise and lead 4-7 other staff members in planning and carrying out programs.
- Minimum 1 year of program counselor experience working at Tanadoona or other summer camp.
- Ability to coordinate, organize and supervise counseling staff.

**Desired Availability:**

- Available to attend Leadership Training on May 20. Last day of work is August 31.

**Pay Range:**

- \$375/weekly stipend plus room and board

**Application Process:**

Submit an application, [found here](#).

- Please direct questions to [hrcamp@campfiremn.org](mailto:hrcamp@campfiremn.org) (include the position title in the subject line)
- Fax: 952-378-1661
- Mail: Camp Fire Minnesota, Attn: Camp Staff, 4829 Minnetonka Boulevard, Suite 202, St. Louis Park, MN 55416

*Camp Fire Minnesota is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, sexual preference, disability, condition or any other group protected by law.*