



Camp Fire  
MINNESOTA

## Camp Fire Minnesota Position Description

**Job Title:** Northwoods Trip Specialist  
**Purpose:** Plan and lead Northwoods Adventure Trips at our destination camp, Camp Bluewater  
**Reports to:** Camp Director, Outdoor Program Manager  
**Classification:** Exempt, seasonal

### 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

Camp Fire Minnesota is seeking an energetic, creative, and self-motivated individual with canoeing and camping experience to join its team to lead our Northwoods Adventure Trip canoe trips on a chain of lakes in the Chippewa National Forest.

### Primary Responsibilities

- Plan and implement week-long canoe trips to the Northwoods
- Carry out established roles for supervising camper health and enforcing camp safety regulations
- Prepare a meal plan and gather and organize what is needed for the trip
- Drive a 15 passenger van with trailer attached
- Instruct others on proper canoeing technique and other camping essentials
- Maintain and organize equipment
- Report to Camp Director about needs or concerns
- Maintain good public relations with camper families and the Tanadoona community
- Assist general counselors when necessary

### Knowledge, Skills, and Abilities:

- Canoeing and camping experience
- Flexibility to change plans at a moment's notice
- Understand how to read a map; be able to navigate without modern technology
- Experience with camp fire cooking

- Understanding of Leave No Trace principles
- Knowledge of local flora and fauna
- Ability to collaboratively solve problems
- Organization and maintenance of equipment
- Basic weather reading
- Ability to respond appropriately to situations requiring first aid
- Ability to work with a variety of different groups, from many different backgrounds
- Maintain Camp Fire Minnesota standards at all times

**Minimum Qualifications:**

- Experience planning, coordinating, and leading backpacking or canoeing trips
- Experience working with youth in a wilderness camp setting
- Familiarity with teaching others skills needed for a wilderness camping trip such as but not limited to, canoeing, fire building and cooking.
- Current certifications in Lifeguard and Wilderness First Aid
- Clean driving record
- Comfortable with driving a 15 passenger van with a trailer attached
- 1-year of post-secondary schooling or equivalent
- Physical strength to carry equipment, minimum of 50 pounds
- Good Character, integrity, and adaptability

**Desired Availability:**

- Available to attend Staff Training on May 28. Last day of work is August 29.

**Pay Range:**

- \$300/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*