



Camp Fire
MINNESOTA

Camp Fire Minnesota Position Description

Job Title: Program Coordinator

Purpose: Direct and supervise program specialists, counselors, leadership programs, and all camp activities

Reports to: Camp Director

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 to join its team as a Program Coordinator. This full-time, seasonal exempt position reports to the Camp Director, while working closely with other camp staff.

Essential Job Functions:

- Supervise as many as 10 instructors (arts, waterfront, nature, etc.)
- Create and manage overall program content and design (weekly theme, goals, teambuilding etc)
- Oversee budget, purchasing and instructor development
- Coordinate Leadership Development programs (DCA, CIT, JC)
- Create, plan, and facilitate large group camp experiences (games, carnivals, etc.)
- Evaluate quality of instruction and activities
- Coach instructors on appropriate group behavior management strategies
- Work closely with Leadership team to ensure camper safety in all activities

Other Job Duties:

- All things camp (From cleaning bathrooms, washing sleeping bags, if needed)
- Updating parents weekly on camper programs
- Check in/check out

- Meal supervision
- Answering phones
- Help with office and staff organization (posting highlights, schedule changes, program highlights and schedules, etc.)
- Help children and staff resolve conflicts appropriately.
- Intervene if children are having significant behavior issues.
- Coach other staff members in behavior management and managing groups

Relationships:

- The Program Coordinator will work closely with the Camp Director, Resident Camp Coordinator and Day Camp Coordinator, and all Program Staff.
- Should also be very close with campers

Equipment Used: Desk, Computer, excel, word etc.

Qualifications:

Required

- Background in Youth development (camping, education, etc.)
- Experience managing staff
- Lesson plan implementation and creation experience

Minimum

- 2 years Youth Development
- 2 years management experience
- CPR, first aid certifications
- Must participate in a series of pre-camp training sessions in the late spring and help facilitating 2 weeks of all staff training before camp begins

Application Process:

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

- Please direct questions to 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