



Camp Fire
MINNESOTA

Camp Fire Minnesota Position Description

Job Title: Resident Camp Coordinator
Purpose: Coordinate and supervise Resident Camp programs
Reports to: Camp Director
Direct Report: Program counselors assigned to weekly Resident Camp sessions
Classification: Exempt, seasonal

About Camp Fire Minnesota

Our promise states: "Young people want to shape the world. Camp Fire provides young people with the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins now. Light the fire within."

Founded in 1910, Camp Fire is an inclusive youth development organization, serving a diverse population of boys and girls in Minnesota through our club and outdoor programs. Camp Fire guides youth and teens to discover their spark, or inner passions, and develop a growth mindset for youth to thrive. We believe that engaging in the natural world catalyzes growth and our program are designed to help youth discover their sparks for learning, leading and living.

Our summer camps and year-round nature based programs at Camp Tanadoona in Chanhassen and Camp Bluewater in Grand Rapids offer youth and teens progressive, nature-based learning through day, overnight, adventure and leadership development camps. Last year, over 2,300 youth participated in after school clubs across the Twin Cities metro as well as summer camp at Tanadoona and Bluewater.

About This Position

Camp Fire Minnesota is seeking an energetic, creative, and self-motivated individual to join its team as a seasonal Resident Camp Coordinator.

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 Resident camp activities that align with program delivery goals and 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, and cleaning duties.
- 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 other staff members in planning and carrying out programs.
- Minimum 1 year of program counselor experience working at Camp Tanadoona or similar setting.
- 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 (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