



Camp Fire  
MINNESOTA

## Camp Fire Minnesota

### Position Description

**Job Title:** Waterfront Coordinator  
**Purpose:** Direct and supervise waterfront programs  
**Reports to:** Camp Programs 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

The Waterfront Coordinator is responsible for the health and safety of all campers and staff when they are participating in activities at the lake.

### Primary Responsibilities

- Plan and implement Waterfront programming including: water trampoline, open swim, log rolling, boating and fishing
- Maintain safety and order at the waterfront
- Supervise other lifeguards
- Keep proper records for incidents and accidents
- Carry out established roles for supervising camper health and enforcing camp safety regulations
- Maintain good public relations with camper families and the Tanadoona community
- Assist in additional leadership responsibilities when assigned
- Assist in ensuring the cleanliness of the site, bathrooms, and other camp buildings
- Act as a general counselor when necessary

### Knowledge, Skills, and Abilities:

- Ability to respond appropriately to first-aid and waterfront safety situations
- Ability to teach/review waterfront standards with staff
- Ability to work with a variety of different groups, from many different backgrounds
- Maintain Camp Fire Minnesota standards at all times

**Minimum Qualifications:**

- 1-year of post-secondary schooling or equivalent
- Applicable experience supervising staff
- Possess or able to obtain current Open-Water Lifeguard certification
- Experience planning, coordinating, and leading waterfront programs
- Good character, integrity and adaptability

**Desired Availability:**

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

**Pay Range:**

- Competitive 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*