Camp Fire Minnesota
Position Description

Job Title: Assistant Camp Director
Reports to: Outdoor Programs Manager/Camp Director
Classification: Exempt, seasonal
Dates: May 1 – September 5 (potential for longer)

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

Youth spend 90% of their time indoors. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs at Tanadoona, Camp Bluewater, and throughout the community to over 6,500 youth from all backgrounds each year. We help youth “light their spark within” through summer camp, environmental education & STEM classes for schools, and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community. To this end, 40% of Camp Fire youth participate at reduced or no cost. As a result of their Camp Fire experience, 92% 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 Assistant Camp Director is a “jack of all trades” administrative position primarily responsible for select daily office tasks, assisting with designing and implementing staff training, the co-facilitation of Leadership team meetings, as well as being on-call in tandem with the Outdoor Programs Manager and Leadership team.

Primary Responsibilities:
- Help facilitate staff training.
- Coordinate with vendors.
- Supervision of Leadership team and the office team.
- Serve as an “administrator on duty” on prescheduled evenings/nights of the week.
- Assist with phone calls in conjunction with the Office Manager
- Responsible for paperwork such as incident and accident reports
- Other duties as assigned.
Knowledge, Skills, and Abilities:
- Administrative/office experience (Outlook, Office suite, Airtable, etc.)
- Experience leading staff training or inservices.
- Ability to supervise and mentor staff.
- Ability to respond calmly in emergency situations
- Ability to work with a variety of different groups, from many different backgrounds.
- Maintain Camp Fire Minnesota standards at all times
- Lifeguard, WFA/WFR a plus.

Minimum Qualifications:
- Bachelor’s Degree
- Applicable experience supervising staff
- Summer camp background
- Good character, integrity, and adaptability
- Valid First Aid/CPR/AED

Desired Availability:
- Available May 1. Last day of work is September 5.

Pay Range:
- $400 weekly stipend plus room and board (private housing)

Application Process:
Submit an application online at www.tanadoona.org/work-at-camp

- Direct questions to chloec@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 strongly committed to addressing environmental justice. We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and people of color, LGBTQIA+ individuals, and unemployed persons to apply.