



Position Description

Job Title: Club Leader

Reports To: Club Program Manager

Camp Fire's Promise: Young people want to shape the world. Camp Fire provides the opportunity to find their spark, lift their voice, and discover who they are. In Camp Fire, it begins *now*. **Light the fire within.**

Camp Fire Minnesota programs engage young people to exercise their voice and choice, build confidence and competence, lead in their communities and care for their environment. We provide coeducational out-of-school time club programs throughout the Twin Cities in collaboration with other community-based organizations to offer nature-based enrichment programs for youth when and where they need them. Camp Fire is inclusive and welcoming to all youth and adults. We currently seek Club Leaders to facilitate activities for our Youth and Teen Clubs (ages 5-11 and 12-18) in housing communities and schools. Program Leaders work with a consistent group of youth throughout the year, supporting overall youth development and connecting kids to the natural world through hands-on experiences and outdoor adventures.

Essential Leader Functions:

- Oversee and manage the Camp Fire staff who implement after-school curriculum, including, but not limited to:
 - outdoor adventures & nature-based learning
 - physical fun
 - social & emotional skill development
 - personal sustainability, including healthy choices, wellness & life balance
- Manages staff compliance with agency-specific policies
- Develops strong relationships with site administration, parents, and other organizations, where applicable, to ensure successful delivery of all Camp Fire programs and ensure customer satisfaction
- Ensure program quality while leading with agency vision
- Create a safe environment for open and honest discussion, foster a positive youth-led dynamic
- Complete administrative responsibilities on time: attendance, registrations, curriculum, and staff/youth evaluations
- Meets and reports regularly to the Club Program Manager regarding program, site and staff performance
- Plan and participate in field trips and events for environmental awareness, health, community connections & fun
- Conduct outreach, recruit youth, communicate with parents and caregivers directly and through phone calls
- Attend initial and ongoing training

Required Knowledge, Skills & Abilities:

- Commitment to working with youth for one school year
- Positive attitude a must!
- Experience working with youth in camps, human or social services, mentoring or education (environmental, outdoor, experiential)
- Flexibility & willingness to deliver responsive programming that meets the needs of youth
- Initiative, ability and willingness to seek necessary support from Camp Fire management
- Strong organizational skills
- Ability and willingness to work with diverse populations of youth and support inclusive programming
- Available to work consistently at least two days per week, 3-4 hours a day between the hours of 3:30-7:00pm
- Reliable means of transportation
- Second language ability a plus, particularly in Somali
- Bachelor's Degree in educational field a plus

Benefits:

- Hourly wage of \$12.00-\$14.00, non-exempt, paid training, prep, recruitment and mileage
- 10 – 15 hours/week

Application Instructions: Please submit a resume and cover letter to: hrclub@campfiremn.org. Please include "Youth Program Leader" in the subject line of your email.