Camp Fire Minnesota
Position Description

Job Title: Waterfront Coordinator
Purpose: Direct and supervise waterfront programs
Reports to: Outdoor Programs Manager, Assistant Camp Director
Classification: Exempt, seasonal
Dates: May 19-September 4, 2020

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 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, boating and fishing
- Maintain safety and order at the waterfront
- Supervise other lifeguards
- Provide feedback to staff
- 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
- Other duties as assigned

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 19. Last day of work is September 4.

Pay Range:
• $325 weekly stipend plus room and board.

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

• Email: 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.