



**Job Title:** Outdoor Programs Coordinator  
**Reports to:** Outdoor Programs Manager  
**Direct Reports:** select seasonal summer camp staff  
**Classification:** Exempt, Full-time

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### **Who we are**

With nature as our catalyst, Camp Fire Minnesota energizes youth to discover their spark so their futures glow brighter. Youth spend 90% of their time indoors – and that was before COVID-19. Camp Fire Minnesota addresses this challenge by delivering culturally relevant, nature-based programs onsite at our camp property in Excelsior and throughout the community to thousands of youth from all backgrounds each year. We help youth “light their spark within” through summer and school break camps, environmental education & STEM classes for schools (in-person and virtual), and community-based out-of-school time nature programs.

We are proud to offer inclusive and welcoming programs to youth in the community, including free and reduced rate programs and a scholarship program. As a result of their Camp Fire experience, 93% of youth report valuing nature and stewarding the environment.

### **Where we are headed**

Camp Fire Minnesota envisions a future where every youth has access to nature-based experiences and learning. Recognizing the inequity in our field (both in the past and today), Camp Fire’s 2020-2022 Strategic Plan aims to further diversify what spending time in and protecting nature looks like – for every young person. We will leverage our Excelsior property in new ways with the addition of our new Community & Dining Center. And guided by input from youth and schools across communities, our programs and curriculum will further evolve to embrace the many ways people engage with and benefit from nature. View our [2020-2022 Strategic Plan](#)

### **Statement of Inclusion**

Camp Fire believes in the dignity and the intrinsic worth of every human being. We welcome, affirm, and support young people and adults of all abilities and disabilities, experiences, races, ethnicities, socio-economic backgrounds, sexual orientations, gender identities and expressions, religion and non-religion, citizenship and immigration status, and any other category people use to define themselves or others. We strive to create safe and inclusive environments that celebrate diversity and foster positive relationships. All are welcome at Camp Fire.

### **Our desired candidate**

The Outdoor Programs Coordinator sets the tone for a positive, inclusive, nature-based learning experience for participants, families, and the community with seamless program operations. We are looking for an individual who ensures a positive experience for families and participants. Someone who is a go-getter, problem solver, and who thrives on building connections and community.

An ideal candidate will:

- Thrive on building relationships with participants and their families
- Be innovative in engaging youth in FUN, hands-on, nature-based learning
- Be organized and ready to track and manage a high volume of customers at various stages of the registration process
- Be committed to creating inclusive programming for youth, families, staff, and visitors
- Be curious, with a drive for continuous improvement

- Visionary and goal oriented
- 2-3 years of experience in youth development and working at a large-scale camp and camp program

This role requires some evening and weekend hours based on programming needs in the school year, and full availability during the summer camp season.

## Your role at Camp Fire Minnesota

### Program Facilitation

- Foster community building within Summer Camp, including facilitating all camp gatherings of campers and staff
- Directly lead programs and events as necessary
- Plan and lead the Youth Advisory Council throughout school year. This includes planning meetings, leading other staff, managing a budget, communicating with participants, and facilitating evening meetings and 1-2 overnight weekend retreats.
- Plan and lead School Break Day Camps during school year
- In partnership with Outdoor Programs Manager, lead family engagement and volunteer events during the school year.
- Assist with direct facilitation of field trips in the school year as necessary.
- Serve as an events host for 1-2 Camp Fire MN weekend events per month

### Program Inclusion

- Identify opportunities to improve youth experience
- Research and contribute to program designs that are accessible and inclusive
- In partnership with other organizations, support expansion of culturally relevant programs
- Plan and provide staff training and coaching to ensure program excellence
- Support the five Camp Fire Diversity, Equity, and Inclusion (DEI) subcommittees, including serving on at least one subcommittee

### Program Quality

- Ensure compliance with all ACA standards and co-lead the accreditation process every five years
- Create a welcoming, vibrant environment through community outreach, such as participating in local initiatives, community events, and collaborations as appropriate
- Responsible for the supervision of program staff
- Develop program schedules that are enriching and align with organization goals
- Assist with compliance of all ACA standards and assist with the re-accreditation process every five years
- Create a welcoming and inclusive environment
- Responsible for the supervision of seasonal program staff

### Program Support

- Assist in hiring, training, and supervising seasonal and part-time summer camp staff
- Staff Training: help create and update training content and plans, lead various aspects of staff training, with specific focus on DEI topics.
- Program Evaluation:
  - Manage the collection, review, and timely response to survey collection

- In partnership with Outdoor Programs Manager implement program delivery modifications based on feedback and outcomes
  - Report outcomes and feedback to broader team
- Program Expansion & Innovation: identify and support year-round program growth opportunities

### **Community Outreach and Marketing**

- Collaborate with Marketing Department to develop communications content
- Proactively participate in the development and implementation of marketing strategies to increase participation and revenue, including community tabling, parades, conventions, and affiliations in national camp organizations.

### **Registration and Customer Service – Support Coordinator in:**

- Provide excellent customer service and train and support camp staff on providing consistent quality customer experience
- Communicate and provide ongoing support with families as they prepare for their program (phone, email and in person)
- Measure customer satisfaction through camp surveys, responding to customer feedback, and identifying areas of improvement
- Maintain a thorough and accurate understanding of programs offered including prices, deadlines, activities, etc. to provide knowledgeable communication to customers and staff

### **Minimum Requirements**

- 2-3 years of experience in youth development and/or camp programs – (supervision experience desired, but not required)
- Working knowledge of technology, e.g. MS Office Suite products, email, Google Suite products, etc.
- Ability to live on site during the summer camp season, late May – early September (with potential for year-round on-site housing).
- First Aid & CPR Certified (or ability to become certified if hired)

### **Housing (optional)**

Year-round on-site housing is available

### **Salary and Benefits:**

Salary is \$41,000 to \$46,000 based on experience and on-site housing options. Competitive benefits package, including 3% retirement contribution and sabbatical policy.

### **Application Process:**

Send resume and three references to Human Resources: [hr@campfiremn.org](mailto:hr@campfiremn.org). Include "Outdoor Programs Coordinator" in the subject line of your email.

Applications received by October 2<sup>nd</sup>, 2022, will receive priority review; the posting will remain open until filled. We cannot guarantee that we will be able to respond to inquiries to check on the status of your application.

*Camp Fire Minnesota is strongly committed to addressing environmental justice.*

*We encourage candidates with diverse experiences and backgrounds, Black, Indigenous and People of Color, LGBTQIA2S individuals, and unemployed persons to apply. Studies have shown that women and people of color are less likely to apply to jobs unless they meet every single qualification. At Camp Fire we*

*are most interested finding the best candidate for the job and someone who is committed to our mission and values. We encourage you to apply, even if you don't believe you meet every one of our qualifications described.*