



Job Title: Outdoor Programs Manager
Reports to: VP of Programs & Operations
Supervises: Two Full-time staff, part-time/seasonal staff
Classification: Exempt/Full-Time

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 Manager sets the tone for a positive, inclusive, nature-based learning experience for campers and their families. This individual is responsible for ensuring top quality, seamless camp operations. We are looking for an individual who is driven, passionate about outdoor experiences and youth development, and who thrives on building connections and community.

An ideal candidate will:

- Thrive on building relationships with participants and their families
- Create engaging, fun, hands-on nature-based learning experiences for youth
- Be curious and committed to continuous improvement

- Be visionary and goal oriented

Your role at Camp Fire

1. Outdoor Programs – Summer Day and Overnight Camp, School Break Day Camps, Family engagement events, Youth Advisory Council
 - a. Responsible for the innovative development, delivery, and evaluation of year-round outdoor programs, including summer camp, school-break camps, Youth Advisory Council, etc.
 - b. Responsible for achieving annual earned revenue and participation goals
 - c. Ensure compliance with all ACA standards and lead the re-accreditation process every five years
 - d. Create a welcoming, vibrant environment through community outreach, such as participating in local initiatives, community events, and collaborations as appropriate
 - e. Responsible for the supervision of program staff. May need to perform direct delivery of program if staffing needs are not met
 - f. Demonstrate a commitment to an inclusive, accessible, and welcoming experience for participants and families
 - g. Support the five Diversity, Equity, and Inclusion (DEI) subcommittees at Camp Fire, including serving on at least one subcommittee
 - h. Continuously refresh and reimagine how we program
2. Administration and Staffing
 - a. Conduct annual review of all risk management policies and procedures, including participant safety, ACA, staff training, facilities management, insurance, etc.
 - b. Manage hiring and supervision of all seasonal and part-time staff. This includes hiring, training, and supervising
 - c. Supervise two full-time Outdoor Programs Coordinators.
 - d. Manage purchasing, such as camp store merchandise, food (in collaboration with cooks), and program supplies
 - e. In collaboration, manage the camp database system, Active
3. Program Quality & Safety
 - a. Implement procedures to ensure staff and program evaluation
 - b. In collaboration, collect participant and family surveys, respond as needed, and modify program delivery based on outcomes
4. Program Expansion
 - a. Support program growth as utilization expands year-round
 - b. Partner with Operations and Marketing Departments to gather insights that inform program opportunities
5. Marketing
 - a. Collaborate with Marketing Department to develop communications content
 - b. Participate in the development and implementation of marketing strategies to meet participation and revenue goals
6. Budget
 - a. In coordination with supervisor, create and manage a budget for outdoor programs, balancing financial sustainability and access through financial assistance
 - b. Monitor spending and revenue; and adjust accordingly

Minimum Requirements

- Three to five (3-5) years of experience in youth development and running a large-scale camp and camp program – including staff supervision experience.
- Have above average 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 an option to live on-site year-round.
- First Aid & CPR Certified (or ability to become certified if hired)

Housing (optional)

On-site housing is available

Salary and Benefits

Salary range is \$55,000 to \$60,000 based on experience and on-site housing options. Competitive benefits package, including 3% retirement contribution and sabbatical policy.

Application Instructions

Send resume and three references to Human Resources: hr@campfiremn.org. Include "Outdoor Programs Manager" in the subject line of your email.

Applications received by October 2nd, 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.