



## Camp Fire Minnesota

### Position Description

**Job Title:** Office Manager  
**Department:** Program/Operations  
**Purpose:** Provide excellent customer assistance  
**Reports to:** Outdoor Programs Manager (Camp Director)  
**Classification:** Exempt, seasonal  
**Dates:**

### 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 our Excelsior and Grand Rapids properties 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 our Excelsior property offer youth and teens, progressive, nature-based learning through day, specialty day, overnight, adventure and leadership development camps. Camp Fire Minnesota is an ACA accredited camp.

### Inclusion Statement:

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.

### About This Position

The Office Manager is responsible for relaying messages with staff (via radio, phone, and email), running the camp store, managing office supplies, mail and copier needs, and delivering excellent customer service.

### Qualifications:

- Outstanding interpersonal skills.
  - Strong customer service background.
- Possess excellent communication and organizational skills
  - Able to present information concisely and effectively.
  - Comfort and confidence during phone communication.
  - Experience with sales, inventory, or money collection preferred.
- Strong computer skills,
  - Proficient in Microsoft Outlook, Word, and Excel

- Database management or equivalent computer experience.
- Be able to multi-task and prioritize work.
- Must be flexible and handle pressure and time sensitive issues.
- Be able to work well with a team of others and work independently.

#### **Responsibilities:**

- Provide outstanding customer service to all camp guests and employees.
- Answer all incoming phone calls at the camp office and track in the Excel phone log.
- Ability to communicate program information to guests.
- Provide excellent email and phone etiquette.
- Keep the front desk area neat, orderly, and well stocked with necessary forms for staff use.
- Distribute incoming mail and small packages.
- Become familiar with copy machine to assist other staff when needed.
- Responsible for running camp store time and keeping track of all camp store transactions.
- Carry out all check-in and check-out procedures including taking payments.
- Ability to learn our online registration system and assist customers.
- Responsible for assisting with running reports and data entry.
- Become proficient with front desk emergency procedures.
- Communicate with Camp Fire MN staff as needed
- Other duties as assigned and deemed necessary.

#### **Desired Availability:**

- Available to attend Leadership Training starting May 22. The last day of work is September 1.

#### **Salary and Benefits:**

- **Salary of \$640 per week.** Camp Fire Minnesota aims to be a leader in pay equity for on-site staff and we are proud to offer double the median pay offered by resident camps across the country, according to research conducted by the American Camp Association.
- Meals and lodging provided all summer, including weekends. \*Unless living off-site
- 3 weeks of paid staff training designed to support your growth as a leader and build transferable skills. Support for including camp experience on your resume or college applications.
- Staff outings and social activities each weekend. Transportation options for staff without access to vehicles during the summer.
- 2 hours off per day\*, 1 paid mental health day during the summer, and time off between Friday evening and Sunday early afternoon.
- Supportive, inclusive environment, coaching-oriented supervisors, and time to virtually attend therapy sessions.

#### **Physical Demand**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; and use hands to handle, or touch objects or controls. The employee is regularly required to stand and walk. The incumbent may also be required to stoop, bend, or reach above the shoulders. The employee must occasionally lift up to 25 pounds.

#### **Work Environment**

The work environment is typically performed in a normal camp environment. The noise level in the work environment is usually moderate to high.

The above statement reflects the general details necessary to describe the principle functions of the occupation and shall not be construed as a detailed description of all the work that may be inherent in the occupation.

**Application Process:**

Apply online at <https://campfiremn.org/camps/work-at-camp/>

Please direct questions to [paddyc@campfiremn.org](mailto:paddyc@campfiremn.org) (include the position title in the subject line)

*Camp Fire Minnesota is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, sexual preference, disability, condition or any other group protected by law*

*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.*