



## Camp Fire Minnesota

### Position Description

**Job Title:** Waterfront Coordinator  
**Department:** Programs/Operations  
**Purpose:** Direct and supervise waterfront programs  
**Reports to:** Camp Director  
**Classification:** Exempt, seasonal  
**Dates:** May 22, 2023-September 1, 2023

### 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 Waterfront Coordinator is responsible for the health and safety of all campers and staff when they are participating in activities at the lake and supervises the Waterfront Specialists (lifeguards).

### 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 Camp Fire MN 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 accept supervision and guidance, as well as the ability to supervise, coordinate, and lead other staff members in planning and carrying out programs
- Ability to work with a variety of different groups, from many different backgrounds
- Always maintain Camp Fire Minnesota standards

#### **Minimum Qualifications:**

- At least 21 years of age or older
- Applicable experience supervising staff
- Possess or able to obtain current Open-Water Lifeguard certification
- Experience planning, coordinating, and leading waterfront programs
- Experience working with youth at another job or while volunteering
- Possess the strength and endurance required to maintain constant supervision of campers and program implementation
- The ability to adapt and stay positive

#### **Desired Availability:**

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

#### **Salary and Benefits**

- **Salary of \$700 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
- 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.
- 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.
- 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:**

- Submit an application online at <https://campfiremn.org/camps/work-at-camp/>
- Please direct questions to [paddy@campfiremn.org](mailto:paddy@campfiremn.org) (include the position title in the subject line)

*• 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.*