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**Job Title:** Program Manager  
**Reports to:** Vice President of Programs and Operations  
**Supervises:** Youth Program Naturalists  
**Status:** Exempt; full-time  
**Location:** Combination On-Site + Work from Home



## 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 at our properties in Excelsior and Grand Rapids, 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 has created an inclusive space for young people through nature-based programs for more than 100 years. Today we are called to sharpen our focus, deepen our impact, and clarify our values and practices to positively impact young people.

Our 2023 Strategic Plan outlines the steps and partnerships necessary to continue our work. This next year we are committed to engaging our stakeholders to create our next 3-year strategic plan. Through actively listening and engaging with youth and our community, we seek to eliminate barriers to youth experiences in nature.

You can access CFMN inclusion commitment in action in a variety of ways when you engage in Camp Fire programs. We break this down into five categories: Financial Access; Racial Diversity; Gender & Sexuality; Ability, Mental Health & Neurodiversity; and Cultural Appropriation.

**Read our Inclusion Statement and discover what inclusion looks like at Camp Fire Minnesota [here](#).**

## Introduction

The Department of Environmental Education at Camp Fire Minnesota was established in 2017, marking the beginning of a dynamic interdisciplinary department that offers an extensive range of programs and resources in Science, Technology, Engineering, and Mathematics (STEM) as well as Outdoor Living Skills with a strong focus on Social and Emotional Learning (SEL). Our programs are delivered at our site in Excelsior, MN and at schools in the Twin Cities.

A highly skilled cohort of Naturalists forms the backbone of our curriculum delivery. Our programs align with Minnesota State Science Academic Standards, while our Outdoor Living Skills programs are thoughtfully designed to prioritize SEL.

In 2022 we expanded our offerings by introducing PreK programs. This significant development led to the successful launch of our Nature Immersion Preschool program. We have also made substantial investments to

enrich our high school program offerings with the launch of a High School Nature Immersion School in 2021.

Our department has experienced remarkable growth, and we are only at the beginning of our journey!

### **Our desired candidate**

The Program Manager is the relationship builder and liaison between Camp Fire's nature-based programs, schools and educators, and camp families. We are looking for an individual who is driven and experienced in providing accessible and inclusive nature-based experiences for all young people. You should be a self-driven person, who thrives on building connections and being a resource and partner to educators. You will manage programming and staff to deliver high-quality, nature-immersed experiences that connect young people through environmental education field trips at our site in Excelsior, MN and in classrooms throughout the Twin Cities.

An ideal candidate will be/have:

- The skills and experience to prioritize diversity, equity and inclusion
- A creative thinker with a willingness to expand partnerships and program offerings
- A curious individual with a drive for continuous improvement
- Data-driven and goal oriented; with experience in Excel and Microsoft Office Suite
- Passionate about connecting all youth to nature and outdoor activities
- Skilled at community partnership management and community-building
- A minimum of 3 years of experience in leadership roles in schools, youth development, or education programs
- A minimum of one year of supervisory experience (2 years preferred)

### **Your role at Camp Fire**

1. Program Management
  - a. Lead program outreach efforts with existing and new partner schools, specifically with non-traditional schools and those who teach students who have less access to nature-based experiences.
  - b. Communicate with PreK-12 teachers and other school personnel to develop and identify program plans and contracts. Work with educators to develop and customize program schedules to best meet the needs of each individual group.
  - c. Serve as the onsite manager during Environmental Education field trips at Camp Fire Minnesota throughout the school year.
2. Data, Grants and Budget Management
  - a. Create and manage spreadsheets to accurately report youth participation, demographics and financial data.
  - b. Create and administer surveys for youth and educators and generate reports with outcomes.
  - c. In coordination with your supervisor, develop and manage a budget for school programs.
  - d. Work with the accountant to accurately produce invoices and collect payments from partners.
  - e. Use feedback from educators to enhance programming and accessibility.
  - f. Use survey data to generate content and outcomes for grants.
3. Program Development and Quality
  - a. Develop curriculum and program offerings with an equity mindset.
  - b. Support DEI training for staff and ensure programs are delivered with an equity lens.

- c. Hire, train and manage full-time and part-time Youth Program Naturalists.
  - d. Expand curriculum, ensuring that it is nature-based, culturally-responsive, MN specific, tied to MN State Standards and relevant based on current research.
4. Organizational Support
- a. Collaborate with Camp Fire's Marketing and Communications Department to develop mission-based communications content.
  - b. Participate in the development and implementation of marketing strategies to increase Camp Fire's Environmental Education program participation and revenue.
  - c. Participate in one of the organizations DEI Committees.

### **Salary and Benefits**

Salary range is \$50,000 - \$60,000, based on experience. Competitive benefits package, including retirement contribution, travel reimbursement and sabbatical policy.

### **Application Instructions**

Please submit resume and cover letter to: [hr@campfiremn.org](mailto:hr@campfiremn.org) and include "Program Manager (Environmental Education)" in the subject line of your email.

Posting will remain open until filled.

*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 in 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.*