

**Job Title:** Program & Events Specialist  
**Classification:** Non-Exempt, Part-Time  
**Location:** Excelsior property: 3300 Tanadoona Drive, Excelsior, MN 55331

---



### **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 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 2024-26 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.

### **Position Overview:**

Program & Event Specialists are one of a number of staff who support the facilitation of environmental education programs, events and rentals at the Excelsior property. Program & Event Specialists are given responsibilities encompassing the duties below and are scheduled on an as-needed basis.

### **Primary Responsibilities**

Programs Facilitation & Quality:

- Facilitate environmental education field trips/in-class program, After-school programs, and/or School Break Camps as a part of the programs team.
- Participate in team meetings and support weekly preparation of all necessary program materials.
- Engage in training on environmental education, youth development, risk management, trauma informed care, program facilitation, restorative practices, etc.

Custodial & Maintenance duties:

- Cleaning of buildings and common areas
- Snow removal
- Other duties as assigned

Event/Rental Support:

- Help to ensure facilities and outdoor areas are clean, set-up appropriately, and ready for guest arrival
- Check-in customer upon arrival, answer any questions or concerns and check-out customer upon departure
- Available to answer any questions. Troubleshoot and support with AV, technology, grounds, and other venue needs

### **Skills and Qualifications**

- Committed to diversity, equity and inclusion
- Strong ability to communicate with others in person and remotely
- Calm and an effective problem solver
- Proud to ensure a great first impression with Camp Fire participants and guests
- Previous experience in youth work, environmental education or related fields if scheduled for youth programs
- Experience and comfort creating an inclusive program with youth and adults of diverse backgrounds
- Collaborative and willing to help where needed to ensure program and organization success
- Professional, energetic, and engaging with youth, teachers, parents, co-workers, etc.
- Ability to be on your feet for a long period of time and lift up to 30 lbs. Ability to walk, sit, stand, bend, climb, balance, stoop, kneel, crouch, crawl, and move continually during working hours.
- Able to work both indoors and outdoors year-round in all type of weather
- First Aid and CPR, ARC Lifeguard certifications or experience is a plus, but not required

#### **Hours & Required Availability:**

- Average of 10-30 hours per week depending on the time of year and availability.
- Most programming occurs Monday-Friday during the day.

#### **Physical Demands**

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. On occasion the incumbent may be required to stoop, bend or reach above the shoulders. The employee must occasionally lift up to 25 pounds.

#### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

Starting wage is \$17 per hour based on experience, optional on-site living in communal housing at Camp Fire Minnesota's Excelsior property.

#### **Application Process:**

Send resume to: [hr@campfiremn.org](mailto:hr@campfiremn.org). Include "Program & Event Specialist" in the subject line of your email. Applications will be accepted until the positions are 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.*