

Job Title: On-Site Host - Excelsior
Supervisor: Program Manager
Classification: Full-Time Exempt (40 hours per week)
Location: Camp Fire Minnesota - 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. Camp Fire Minnesota delivers 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 afterschool 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), our [2024 - 2026 Strategic Plan](#) outlines the steps and partnerships necessary to continue our work. The following two years, we are committed to actively listening and engaging with young people and our community to eliminate barriers to new experiences in nature while sharing our history, values, and vision for the future.

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:

The On-Site Host will help create an inviting and pleasant experience for event rental guests, attendees, visitors, vendors, and program participants. As an On-Site Host, you will live on-site at Camp Fire Minnesota’s Excelsior property and along with other staff members, facilitate environmental education programs, host rental groups and support facility needs. Given the nature of events, work hours can be irregular, and will include some weekend, weekday and evening hours.

We’re looking for someone who is:

- Committed to diversity, equity and inclusion
- Innovative and engaging with young people in fun, hands-on nature-based learning
- Friendly, with active listening and a strong communication skills
- Detailed oriented and proactive who has the ability to foresee and resolve issues
- Calm and an effective problem solver
- Proud to ensure a great first impression with Camp Fire participants and guests

Primary Responsibilities

The on-site host will be one of a number of staff who support programs, events and rentals at the Excelsior property.

The on-site host will be given a schedule that will encompass the duties below. In addition, this individual will be expected to step in to support unexpected issues on the property or with guests, (examples: resetting the elevator, assisting with guest emergencies, early morning snow shoveling if needed). Required to live on-site with a private cabin provided.

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 and answer any questions or concerns.
- Check-out customer upon departure
- Available to answer any questions. Troubleshoot and support with AV, technology, grounds, and other venue needs as needed
- On occasion, give property tours to prospective guests, participants, vendors, etc.
- Support volunteer groups

Program Facilitation:

- Deliver environmental education programs to youth ages 3-18 years through school break camps, after school programs and/or field trips
- Assist with summer camp programs and operations at Camp Fire Minnesota, located in Excelsior, MN.
- Desire to work with youth outdoors, in an active environment
- Ability and desire to work with a variety of groups, from different backgrounds

Custodial & Maintenance duties:

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

Organizational Support:

- Serve on a DEI committee
- Support Camp Fire family, community and fundraising events

Skills and Qualifications

Minimum qualifications

- Prior experience in event hosting, customer service, building maintenance or retail experience
- Experience facilitating youth development and/or nature-based programs
- 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
- Exceptional customer service and interpersonal skills
- Problem-solving skills
- Able to work both indoors and outdoors year-round in all type of weather
- Experience working with young people from diverse backgrounds

Preferred Qualifications

- Experience in equipment/building cleaning and maintenance, as well as basic understanding of upkeep and care of equipment used for cleaning
- Prior knowledge of Camp Fire Minnesota programs, facilities and events
- 21 years of age and hold a current driver's license valid in the State of Minnesota are both a plus, but not required (in order to drive Camp Fire Minnesota program vehicles)
- Previous training in High Ropes Challenge Course and Climbing Wall, First Aid and CPR, ARC Lifeguard certifications or experience is a plus, but not required

- Reliable means of transportation is a plus, but not required

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

- \$39,000-\$44,000 salary range based on experience. Housing fee of \$270 per 2-week pay period for rent and utilities will be deducted from paycheck. Full benefits package including medical, dental, life, AD&D, long term disability, 3% 401K matched, up to 22 paid days off in a year, 7 paid holidays, plus 3 Floating holidays days and a sabbatical policy after years of continued service with Camp Fire MN. Additional benefits include professional development funds, and an employee assistance program to support employees and their families.

Housing: On-site housing is provided in a private staff cabin

Application Process:

Send resume and cover letter to: hr@campfiremn.org. Include "On-Site Host" in the subject line of your email.

Application will be accepted until position is 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.