



Camp Fire Minnesota

Position Description

Job Title: Camper Care Coordinator
Department: Program/Operations
Purpose: Assists campers and families as they adjust to camp life
Reports to: Outdoor Programs Manager (Camp Director)
Classification: Exempt, seasonal
Dates: May 19, 2025 – August 30, 2025

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 Camper Care Coordinator assists campers needing extra support to adjust to the camp environment. This role will help the camper to find coping strategies, resolve conflicts, and become part of their group. Works with campers, counselors, and parents to achieve these outcomes, and follows up to ensure continued success.

General Responsibilities:

- Work with campers, staff, and families to help specific campers adjust to camp life. These campers are identified by families prior to their camp week or observations by staff once they arrive.
- Act as a resource to staff to discuss camper behaviors and develop strategies for success.
- Constantly communicate with parents to include them as an active part of any behavior management plan.
- Work as part of the camp leadership team on other tasks as assigned.

Essential Functions:

- Ability to communicate and work with a diverse group of campers and staff.

- Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- Possess the strength and endurance required to maintain constant support of campers.
- Reading and writing ability in planning and conducting behavior strategies.
- Ability to help peers with scheduling and planning of programs based on the needs of their campers.
- Ability to coach and evaluate all staff members under your supervision around inclusion and acceptance.

Specific Responsibilities:

- Reach out to families in advance of their camper's session to develop support strategies, learn more about potential MESH concerns, and support communication with counselors.
- Support campers needing additional assistance or counselors needing additional training.
- Provide spaces for campers to have breaks and sensory-safe experiences (ex. quiet meals).
- Recognize and respond to opportunities for problem solving in the group and with individual campers.
- Help each participant meet their goals.
- Develop opportunities for positive interaction between campers.
- Carry out established roles for supervising camper health and enforcing camp safety regulations.
- Prepare for and actively participate in staff training, meetings, and supervisory sessions.
- Maintain good public relations with campers' parents and visitors.
- Review paperwork to make sure it is complete.
- Serve as a resource to counselors and support staff wellbeing.
- These are not the only duties to be performed. Some duties may be reassigned and other duties are assigned as required.

Minimum Qualifications:

- Desire and ability to work with children outdoors in an active environment
- Ability to relate to one's peer group and to children.
- Good character, integrity, and adaptability.
- Experience working with youth from a variety of backgrounds, abilities, and cultures.
- Interest in and experience working with young people who have mental, emotional, social, or behavioral challenges and differences (at work, as a student, or as a volunteer)
- Ability to supervise and lead other staff members in terms of caring for campers.
- Ability to take and pass both a First Aid Certification course and Youth Mental Health First Aid course

Desired Availability:

- Available to attend Leadership Staff Training beginning May 19. The last day of work is August 30. Let us know if this schedule doesn't work for you – we may be able to accommodate a later start or earlier end date

Salary and Benefits:

- **Salary starting at \$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.

- 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.
- A break each day, Earned Sick and Safe Time, and time off between Friday evening and Sunday morning.
- 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 paddy@campfiremn.org and 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.