



Camp Fire Minnesota

Position Description

Job Title: Health and Wellness Coordinator ("Camp Nurse")

Department: Programs/Operations

Purpose: Oversees the health and safety of campers and staff

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.

Specific Responsibilities:

Pre-Camp Duties

- Order supplies as directed by Outdoor Programs Manager
- Set up health office (physical environment, organize supplies, laptop, etc.)

Orientation Duties:

- Conduct staff in-service, teaching topics including camper and staff health and safety (blood borne pathogens, life-threatening allergies, chronic health conditions) and health office procedures.
- Meet individually with all staff to review personal health history and needs including storage of their medication.

Camp Session Duties:

- Review health needs of all campers prior to each session. Create health plans as needed.
- Communicate camper health needs to staff on an as needed basis before camper arrives.
- When campers arrive, review with parents all campers' health information and needs.
- Double check that all items camper needs for taking medication are available at camp or parent has supplied
- Complete medication schedule/distribution and communicate plan to staff per cabin group
- Create medication distribution plan and implement (ex. unit dose system).
- Follow camper medication schedules and ensure proper medication distribution
- Facilitate other camper/staff health related needs throughout camp session
- Attend to any medical/first aid needs during camp session
- Be on-call or available at all times during camp session
- Notify Camp Director of serious behavior, injuries or illnesses of campers or staff. Complete camp accident report per guidelines.
- Work as a team, and communicate needs directly to Camp Director
- At the end of each session, pack up any remaining medications or supplies and direct Health and Wellness Coordinator to return to parents/caregiver at camper pick-up
- When medications are left at camp, notify parents and arrange a pick-up plan.
- Expected to live on site and be on-call overnight.

Post Camp Duties:

- Inventory all health supplies and stock medication. Create inventory needs list for the next year
- Sort and box up health care information

Minimum Qualifications

- Minnesota License as Registered Nurse, EMT, or PA
- Current CPR and First Aid certification
- Respect and maintain confidentiality of all camper and staff health information.
- Experience working with children and adolescents
- Excellent communication skills (ability to work collaboratively with staff, campers, and parents)
- Must be flexible, have ability to adapt to ever changing situations
- At least 21 years old

Desired Availability:

- Available to attend Leadership Training starting May 19. The last day of work is August 30.

Salary and Benefits:

- **Salary range of \$780-\$820 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 paddyc@campfiremn.org (include the position title in the subject line)

Camp Fire Minnesota is an Equal Opportunity Employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, veteran status, sexual preference, disability, condition or any other group protected by law