



## **Camp Fire Minnesota**

### **Position Description**

**Job Title:** Camp Specialists (Multiple positions)  
**Department:** Programs/Operations  
**Purpose:** Plan, Implement and Supervise specialist camp programs  
**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**

Camp Fire Minnesota is looking for excellent applicants to fill our Camp Specialist positions. We have several different activity areas that require a specialist to lead the activities and work as a team to take care of the areas and equipment. Some of the roles require prior knowledge and skills. Specialist positions will be cross trained with other roles and can act as a general counselor as necessary. The full descriptions for each specialty are at the end of this document.

### **General Responsibilities**

- Plan, direct and implement specialty areas such as Arts and Crafts, Outdoor Living Skills, High Ropes and Team Building, photography, camp store, and more.
- Teach and monitor proper use of equipment
- Prepare for and actively participate in staff training, meetings, opening and closing programs, all camp activities
- Maintain and organize equipment

- Assist in additional leadership responsibilities when assigned
- Assist in ensuring the cleanliness of the site, bathrooms, and other camp buildings
- Works with the rest of the specialist team to support all programs
- Act as a general counselor when necessary
- Maintain good public relations with camper families and the Camp Fire MN community
- Always maintain Camp Fire Minnesota standards

**Knowledge, Skills, and Abilities:**

- Ability to communicate effectively
- Ability to adjust the activity to the age and abilities of all campers
- Ability to plan and implement activities to achieve camper development objectives
- Ability to apply new ideas for returning campers
- Ability to respond appropriately to first-aid situations as they may arise.
- Ability to supervise other staff and perform according to your level of training
- Ability to work with a variety of different groups, from many different backgrounds

**Minimum Qualifications:**

- Certain positions may require you to be 21 years of age
- Experience working with youth at another job, volunteering, or babysitting
- Possess the strength and endurance required to maintain constant supervision of campers and program implementation
- The ability to adapt and stay positive
- Willingness to learn new skills and try new things
- Ability to get First Aid Certification – before camp begins or as part of our offered training

**Desired Availability:**

- Available to attend Camp 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**

- **Salaries start at \$640 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](mailto:paddy@campfiremn.org) (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.*

# Specific Role Descriptions

## Adventure Specialist

The Adventure Specialist is ultimately responsible for the safety and well-being of the campers and staff at our climbing tower, giant swing, high ropes, agility, and teambuilding courses.

### Primary Responsibilities

- Plan and implement Adventure Programming including high ropes, climbing wall, giant swing, and teambuilding.
- Maintain safety and order at the Adventure Course
- Responsible for inspections of the equipment, course and surroundings prior to use
- Maintain all equipment related to the Adventure Course and report any needs to your supervisor
- Responsible for paperwork such as incident and accident reports
- Must be able to complete Adventure Course Certification (ACCT Level 1) at Camp Fire MN
- Experience with adventure programs and/or climbing

## Art Specialist

The Art Specialist enables campers to go home with a piece of Camp Fire MN, so they can share their experiences with family and friends.

### Primary Responsibilities

- Plan, direct, and implement a quality arts and crafts program within the predetermined requirements
- Work with campers and staff in planning and implementing program activities, keep activity records of arts and crafts program
- Teach and monitor proper use of equipment
- Submit request for equipment and/or supplies when needed, keep record and inventories of arts and crafts equipment and supplies
- Properly store equipment and supplies at the end of the day, week and season
- Maintain good public relations with campers, parents, and visitors
- Knowledge of arts and crafts techniques

## Outdoor Living Skills (OLS) Specialist

The OLS Specialist is responsible for developing and teaching nature, outdoor education, and outdoor living skills activities to campers. This position manages supplies and equipment and works with staff to develop camp programs.

### Primary Responsibilities

- Plan and implement Outdoor Living Skills programming to engage all ability levels
- Facilitate with other staff members a weekly cookout and overnight experience for resident campers
- May be asked to assist with trip programs like preparing and taking trips off-site.
- Ability to teach/review OLS with staff and campers including fire building, cooking, orienteering/geocaching, shelter building, etc.

## Trip Specialist

The Trip Specialist is responsible for leading campers and counselors on wilderness adventure trips, including canoe trips and field-trip based trips.

### Primary Responsibilities

- Plan and implement week-long canoe trips
- Carry out established roles for supervising camper health and enforcing camp safety regulations
- Prepare a meal plan and gather and organize what is needed for the trip
- Drive a 15-passenger van with trailer attached
- Instruct others on proper canoeing technique and other camping essentials
- Maintain and organize equipment

- Report to Camp Leadership about needs or concerns
- There are 4-5 trips during the season. When not assigned to a trip, the Trip Specialist may fill other roles at camp such as counselor, outdoor activity specialist, or other support roles.
- Canoeing and camping experience
- Understand how to read a map; be able to navigate without modern technology
- Experience with campfire cooking
- Understanding of Leave No Trace principles
- Knowledge of local flora and fauna

## **Camp Specialist**

### **Primary Responsibilities**

- Run the Camp Store. Manage daily store schedule, opening and closing of store, keeping inventory and cash handling
- Support in all specialist areas of camp with inventories, facilitation and organization
- Support Office Manager.
- Support kitchen with preparation and clean up.
- Act as a general counselor as needed.
- Other Duties as assigned.