Camp Fire Minnesota
Position Description

Job Title: Day Camp Coordinator
Department: Programs/Operations
Purpose: Direct and supervise Day Camp programs
Reports to: Director of Operations (Camp Director)
Direct Report: Camp counselors assigned to weekly Day Camp sessions
Classification: Exempt, seasonal
Dates: May 24, 2027 – August 27, 2027

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 Day Camp Coordinator is responsible for overseeing the implementation of day camp programming.

Essential Functions:

- Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers.
- 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 supervision of campers.
- Reading and writing ability in planning and conducting activities and camper attendance.

Primary Responsibilities:

- Prepare for and actively participate in staff training, meetings, opening and closing programs, all camp activities, and cleaning duties.
- Lead all Day gatherings including, but not limited to, opening and closing ceremonies, meals, and evening activities.
- Plan Day camp activities that align with program delivery goals and outcomes of Camp Fire MN
- Support all overnight camp programming once day camp is finished each day including, but not limited to, opportunity block, all camp games, campout and cookout, and camper support.
- Assist in additional leadership responsibilities when assigned.
- Serve as a resource for counselors when they need additional support with campers or activities.
- Assist in ensuring the cleanliness of the site, bathrooms, and other camp buildings
- Maintain good public relations with camper families and the Camp Fire MN community
- Always maintain Camp Fire Minnesota standards and contribute to a positive camp culture.
- Encourage respect for personal property, camp equipment, facilities, and the environment.
- Support the continuation and creation of Day camp traditions.
- Act as a general counselor when necessary.
- These are not the only duties to be performed. Some duties may be reassigned, and other duties are assigned as required.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively
- Ability to plan and implement activities, such as All Camp Games, to achieve camper development objectives
- Ability to respond appropriately to first-aid situations as they may arise.
- Ability to provide leadership, guidance, and support to counselors while fostering an inclusive and collaborative camp environment.
- Ability to accept supervision and guidance.
- Ability to work with a variety of different groups, from many different backgrounds
- Always maintain Camp Fire Minnesota standards

Minimum Qualifications:

- At least 18 years of age or older.
- Minimum 1 year overnight camp experience at Camp Fire MN or elsewhere.
- Experience working with youth at another job, volunteering, or babysitting.
- 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 prep week beginning May 24. The last day of work is August 27. 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 $740 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