Wolf Ridge Environmental Learning Center
Job Description

Job Title: Program Naturalist- Youth and Family Program Director
Department: Program
Reports To: Associate Director
FLSA Status: Exempt
Prepared By: Associate Director
Prepared Date: September 5, 2019
Approved By: 
Approved Date:

Summary This position is part of the Wolf Ridge team of educators responsible for teaching classes, writing and maintaining curriculum, managing specific programs. This position is responsible for running Wolf Ridge’s youth and family programs as well as the academic science immersion programs. The Youth and Family Programs Director works collaboratively with a core team of program staff to run summer camp programming.

1) GENERAL DUTIES OF PROGRAM NATURALISTS
These are duties common to all program staff. Specific duties for this job are listed under the Essential Duties section.

- Conducts classes for people of all ages in various scientific, cultural, and recreational subjects utilizing the 2000-acre Center to augment standard teaching methods. Course content and complexity is adapted to the specific ages and interests of students.
- Conducts seminars, workshops, or field trips for conferences, student naturalists, or community/university/business groups as needed. May be responsible for planning and directing activities associated with these projects.
- Writes and maintains curriculum specific to summer camp that is consistent with the Center's mission, goals and standards. Plans course content and method of presentation; prepares outline of material to be covered and resources needed to conduct the class. New curriculum is submitted to the Associate Director for approval.
- Serves evening and weekend duty as assigned. Duties include checking in with liaisons and helping with attending schools as needed, taking care of emergencies that may come up, answering phones after hours, helping visitors or clients that come to the front office.
- Responsible for helping with Center emergencies such as client or staff injuries or facility and weather related problems.
- Other program responsibilities: attend staff meetings, shovel and sand outdoor sites and trails, respond to customer needs, promote Wolf Ridge as the opportunity arises, assist other staff, write articles for the Almanac when asked.

2) SUPERVISORY STATUS
This individual directly supervises an average of 4 summer seasonals (3 assistant youth program directors, high school credit camp coordinator) and works with the Director of Counselors to oversee the summer camp counselors.
3) PERFORMANCE EXPECTATIONS
To perform this job successfully, an individual should demonstrate the following competencies and skills:

**Analytical Skills**: Ability to research and analyze data related to their specific program areas. Analyze and interpret common scientific and education articles from journals and the Internet.

**Problem Solving**: Identifies and resolves problems by gathering and analyzing facts and drawing valid conclusions. Works well in individual or group problem solving situations and exhibits creativity when searching for problem solutions. Able to deal with frequent change, delays, or unexpected events; meets challenges with resourcefulness.

**Task Management**: Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work; develops innovative approaches and ideas.

**Customer Service**: Responds promptly to customer needs, inquiries and requests for assistance; solicits customer feedback to improve service. Demonstrates tolerance for diversity when dealing with customers; exhibits behavior appropriate to working with children.

**Teamwork**: Balances team and individual responsibilities; shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

**Professionalism**: Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; comes to work on-time. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

**Organizational Support**: Follows employee policies and procedures; attends staff meetings; supports organization’s goals and values; develops and implements cost saving measures and conserves organizational resources; ensures work responsibilities are covered when absent; responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.

**Judgment**: Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process. This individual holds a high level of responsibility for safety/risk management and emergency services as they relate to the program department, and thus requires excellent judgment and reasoning skills.

**Safety**: Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
4) EDUCATION AND EXPERIENCE
Bachelor’s degree from a four-year college or university; Three or more years of Summer Camp Management experience; 1 or more years of related experience and/or training as a teaching naturalist or a certified teacher.

Experience must include 1) managing camp programs, particularly overnight or residential camps, 2) working with family programs or programs that integrate people of all ages in a learning situation, and 3) staff management and training.

5) OTHER QUALIFICATIONS
Computer Skills
To perform this job successfully, an individual should have knowledge of Internet skills; spreadsheet, word processing and design layout software, specifically Microsoft packages. CRM Database experience for camp registration and records maintenance preferred.

Certificates, Licenses, Registrations
Required: Driver’s License, Life Guarding and/or Wilderness Water safety, First Aid and CPR.

6) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS
In addition to the required general duties, this individual has these essential duties:

- **Camp Management:**
  - Recruiting, hiring, training and managing staff;
  - Monitoring and supporting camp registration;
  - Administering the camp scholarship program;
  - Purchasing program equipment and supplies;
  - Managing the associated program budgets;
  - Communicating with participants and their parents or guardians;
  - Maintaining records, and overseeing all matters relative to safety and discipline.

- **Recruitment and Marketing:** Works with the Director of Marketing to market and advertises the summer youth and family programs, including traveling to give presentations, tending booths at shows, etc. Assists with creating and maintaining summer camp website and brochures content; coordinates year round contact with youth and family camp participants.

- **Teaching:** this individual teaches 2-6 classes per week during the school year. Average class load is 4/week. During the summer months of June – August individual teaches no more than 1 class per week.

- **Curriculum:** Responsible for the updates and revisions of youth and family camp specific curriculum including existing lesson plans, ordering equipment, and library resources.

- **Summer Team Collaboration and Leadership:** Works collaboratively with the Adventure Education Coordinator, Director of Counselors, Program Coordinator, Summer Naturalist Supervisor and Kitchen and Custodial Staff on a weekly basis during the summer months to coordinate logistics of all individual enrollment summer programs.

- **Fundraising:** Coordinates with the Wolf Ridge Development Officer and helps write grants for the summer youth and family programs. Manages grant budgets and reports.
• Other duties include, but are not limited to: shoveling and snow removal of outdoor and educational sites; wood stacking; helping with placement and removal of the ice houses, etc.

7) PHYSICAL DEMANDS
The physical demands described here are required to successfully perform the essential functions of this job.

The employee is regularly required to stand and walk up to 3 miles or more at a time; use hands to finger, handle, or feel; reach with hands and arms repetitively in all directions; talk, hear, and see. The employee is frequently required to sit; climb stairs and the rock walls; balance, and stoop, kneel, crouch, or crawl. Employee must be able to do repetitive typing on a computer.

The individual must regularly and repetitively lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds.

8) WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee frequently works outdoors and is exposed to outside weather including hot and humid conditions, well below freezing temperatures, rain, snow, sleet, mud and bright sun. Insects are encountered for part of the year. The noise level in the work environment is usually moderate. Time is spent at a desk in an open office space when using the phone or computers.

Some off-site travel required to market programs at shows and conferences, etc.