WOLF RIDGE℠
ENVIRONMENTAL LEARNING CENTER

On Site School Program Coordinator

Summary

This position is part of the Wolf Ridge summer naturalist team. Wolf Ridge hosts a variety of schools, colleges, churches and specialty programs during the summer. The On Site School Program Coordinator is responsible for coordination between Wolf Ridge and the groups during their stay. They are also responsible for teaching summer classes to participants.

General Duties of the On Site Coordinator

- Must understand, support, comply with, and reflect the Wolf Ridge Summer policies, philosophies, goals, and objectives.
- Participate in staff training sessions
- Exhibit high standards and practices in all areas of professionalism including: activity leadership, teaching skills, diplomacy and communication skills, flexibility, and organization
- Provide open communication between visiting groups and Wolf Ridge.
- Other duties as assigned

Specific Duties and Expectations of the On Site Coordinator

- Analytical Skills
    - Ability to research and analyze information related to groups including health and medical concerns, activities and lessons, and youth development
- Problem Solving
    - Works well in individual or group problem solving situations and exhibits creativity when searching for problem solutions
    - Ability 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
    - Develops innovative approaches and ideas
    - Uses time efficiently and effectively
- Customer Service
    - Responds to group needs, solicits feedback to improve service
    - Demonstrates tolerance for diversity when dealing with guests
    - Exhibits age appropriate behavior when working with children

- Professionalism
    - Follows through on commitments
    - Promotes a trusting and friendly work environment
    - Accepts responsibility for own actions and treats others with respect and consideration
- Judgment
    - Displays willingness to make decisions and shows sound and accurate judgment
    - Includes appropriate people in decision making process, is able to explain reasoning for decisions
- Safety
    - Observes safety and security procedures
    - Reports unsafe conditions
    - Uses equipment and materials properly

Critical Skills and Experiences

- Required:
    - Worked at Wolf Ridge ELC for at least one season
    - Bachelor's degree at an accredited college or university
    - Current CPR/AED Training (Can complete during staff training)
    - Possess Wilderness Water Safety (WWS) and/or Lifeguard Certification (Can complete at Wolf Ridge during staff training)
    - Possess a current driver's license
    - Be a minimum age 21
    - Ability to work well on a team
    - Strong communication skills and ability to navigate conflict
- Desired:
    - Ability to accept feedback gracefully and integrate it
    - Have specialized and practical knowledge of/experience in: residential programs, working with adults and supervising children or other leadership experience
    - Background in natural history, ecology, and/or environmental education

Compensation

- Work week consists of 10-14 half days a week
    - Half days may also include evening and weekend time slots
    - Time off is scheduled during the work week
        - for a total 3 days every two weeks
- Lodging is provided
    - Meals are available in the dining hall when open
- In addition to lodging and food, pay is $320/week