



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Summer Manager–Gear Room

Summary

The Summer Manager of Gear Room will provide leadership and guidance to staff and campers about use of gear. This includes packing for overnights, maintaining inventory and care of gear, and driving for wilderness/overnight trips. Wolf Ridge Summer runs from June 10–August 18, 2024.

General Duties of a Summer Manager

- Program Management & Delivery
 - Assist in the management of camp program participants including check in/out, scheduling, room assignments, medical concerns, special events, van driving and clean up
 - Be flexible to accommodate the needs of different programs
 - Participate enthusiastically in all family camp program, youth summer camp and wilderness tripping activities, providing support and guidance to those assigned as leaders as needed
 - Participate as a member of the camp staff team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
- Communication
 - Assist in the implementation of staff training
 - Plan, implement and participate staff training sessions that pertain to staff
 - Participate in staff meetings
 - Work evening and night duty as assigned
- Manage and effectively communicate needs and uses of the Gear Room
 - Supervise staff and camp use of gear
 - ensure good repair and cleanliness of gear
 - Organize and keep inventory of gear room supplies and equipment, repairing and replacing when necessary, communicating these needs to Adventure Programs Coordinator
 - Prepare and coordinate menus for non-wilderness trip overnights (Voyageurs, Adventurers etc)

- Coordinate with Wilderness Trip Leaders use of the Gear Room
 - Assist in preparing for longer trips, including but not limited to; meal planning, packing, organizing food orders, and Gear Olympics
- Safely drive summer groups to designated drop off/pick up locations
 - Coordinate with Adventure Programs Coordinator and Trip Leaders on transportation logistics
 - Ensure all gear and equipment are packed into the vehicle, assisting group and leaders in loading and unloading the vehicle
 - Manage and pack wilderness trip camper medications for trip leaders
 - Conduct basic pre-trip and post-trip vehicle inspections and communicate repair needs to appropriate Wolf Ridge staff
- Other duties as assigned (ex. combating pests in gear room)

Critical Skills and Experiences

- Required:
 - 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
 - Ability to understand and adhere to all Wolf Ridge policies
- Desired:
 - Ability to accept feedback gracefully and integrate it
 - Have specialized and practical knowledge of/experience in: group and camp leadership, teen leadership and supervision; staff management and development
 - Display integrity, patience, adaptability, flexibility, enthusiasm, and a commitment to serve youth
 - Be responsible, detail oriented and hard-working

Compensation

- \$360/week
 - Plus lodging; meals available when dining hall is open