



Job Description

Job Title: Adventure Programs Coordinator – Program

Department: Program

Reports To: Program Director

FLSA Status: Exempt

Prepared By: Program Director

Updated Date: July 1, 2024

Approved: Peter Smerud, Executive Director

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Summary: This position is part of the Wolf Ridge team of educators responsible for managing specific programs, teaching classes, writing and maintaining curriculum and facilities, conducting evening and weekend duty, assisting in the training of seasonal staff, and responding to Center emergencies. The Adventure Programs Coordinator manages the learning experiences, training, and facility needs for activities focusing upon personal growth, team building, outdoor skills, wilderness travel and recreation. This position manages and maintains two indoor rock-climbing walls, two high ropes courses, and a wilderness tripping program.

1) GENERAL DUTIES OF PROGRAM NATURALISTS

These are duties common to all program naturalist 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 main campus and 68-acre Superior Field Station to facilitate experiential environmental learning. Course content and complexity is adapted to the specific ages and interests of students. Teaching duties are assigned by the scheduler and vary by position.
- 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 curricula 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 Program Director for approval.

- Serves regular evening and occasional weekend duty as assigned. Duties include checking in with liaisons at supper and helping with attending schools as needed, taking care of emergency situations that may come up, answering phones after hours, helping visitors or clients as needed.
- 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*.
- Other duties as assigned by Supervisor or Administration.

2) SUPERVISORY STATUS

This individual supervises an average of 3-6 summer seasonal staff (wilderness trip leaders).

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 related experience and/or training as a teaching naturalist or a certified teacher. Combination of experience and education must relate to program responsibilities.

Experience must or is highly preferred to include 1) rock climbing and ropes course facilitation, maintenance, and staff management. 2) wilderness trip leadership including route planning, packing and group leadership skills. 3) adventure program risk management.

5) OTHER QUALIFICATIONS

Computer Skills

To perform this job successfully, an individual should be proficient in Microsoft Office and Google Suite packages. Need to be familiar with Windows computer operating systems.

Outdoor Recreation Skills preferred

Sea kayaking (e.g. ACA Sea Kayak Instructors certification), canoeing, backpacking, climbing (e.g. AMGA Single Pitch Instructor, Top Rope Site Manager, or equivalent), XC skiing, snowshoeing.

Certificates, Licenses, Registrations

Required: Driver's License, Professional Ropes Course Association Qualified Instructor (or equivalent) preferred or must attain, Lifeguarding/Wilderness Water Safety preferred or must attain, Wilderness First Responder certificate (or equivalent) and CPR. EMT certification preferred.

6) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS

In addition to the required general duties, this individual has these essential duties:

Responsible for managing all aspects of the adventure programs at Wolf Ridge.

- Teaching requirement: this individual teaches 2-6 classes per week during the school year, depending on scheduling needs. Average class load is 4/week and fluctuates with seasonal summer/school year rhythms.

- Responsible for the maintenance, updates and revisions of adventure education and other assigned curricula including existing lesson plans, outdoor sites, equipment, and instructional resources.
- Trains staff and oversees the use of all associated adventure education class equipment. Demonstrates industry standard skills, safety precautions, and other techniques to prepare staff for teaching these classes.
- Responsible for the management, staff training, and maintenance of two 30' rock climbing walls, two high rope courses, and low ropes course events, including repairing, constructing, and regularly inspecting these facilities to industry and accreditation standards. Coordinates with accreditation agencies.
- Plans, coordinates and implements a summer wilderness tripping program including hiring, training and supervising trip leaders; route and destination selection, managing food acquisition and packing; outfitting equipment for trips, managing the gear room, and overseeing risk management.
- Maintains and grooms ski trails at Wolf Ridge. Works with the Maintenance Supervisor to maintain the snowmobile, grooming equipment and related supplies.
- Works collaboratively with the Curriculum Coordinator Naturalist, and covers the duties of this individual when they are absent. Collaborates with the Summer Youth Program Naturalist on summer trips and related staffing for summer youth programs.
- Responsible for, maintains and stocks First Aid equipment on campus. Works with Program Director to conduct in-service first aid classes as directed.
- Maintains and trains staff on adaptive equipment that enables accessibility for all audiences in programs. Works with the Marketing Director to ensure that adaptive programming availability is communicated to constituent groups and potential participants.
- Under direction of the Program and Executive Director serves in a lead role for emergency management and response on campus as well as in wilderness settings. Able to serve as an incident commander in emergency scenes. Trains staff in emergency procedures and equipment.
- Coordinates program usage of Wolf Ridge vehicles. Collaborates with the Maintenance Supervisor when there are needs for vehicle maintenance.
- Leading multi-day, overnight wilderness trip travel is required, commonly 3-10 days in length.
- Other duties include, but are not limited to coordinating shoveling and conducting snow removal efforts at outdoor and educational sites; maintaining, cleaning, and stocking firewood at two campsites. Occasionally provides

assistance to the Maintenance team with projects involving heights.

7) PHYSICAL DEMANDS

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.

The employee is regularly required to stand and travel under their own power for up to 3 miles or more at a time in all possible weather conditions of NE Minnesota; 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, rock walls and ropes courses, climbing cliffs to great heights; balance, and stoop, kneel, crouch, or crawl. Employee must be able to do repetitive typing on a computer.

This position is very physically demanding and the individual must regularly and repetitively lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move over 50 pounds (examples: shoveling and snow removal, lifting canoes, kayaks, and backpacks, moving fish houses, trail clearing, etc.).

8) WORK ENVIRONMENT

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

This position regularly works in remote backcountry wilderness settings without easily accessed resources. This position works regularly with exposure to great heights. This position requires the ability to swim while wearing a PFD and adequately facilitate water rescue techniques. Insects are encountered for part of the year and very cold conditions in other parts of the year. The noise level in the work environment is usually moderate. Time is spent at a desk in an open office space with repetitive use of computers and phones. Work is regularly in and amongst large groups up to 400 in size, comprised primarily of children.