



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Job Description

Job Title: Assistant Trip Leader/Counselor

Department: Program

Reports To: Summer and Special Programs Director

FLSA Status: Exempt

Prepared By: Summer and Special Programs Director

Updated Date: November 1, 2024

Approved: Rebecca Meyer

Approved Date: 11/13/2024

Summary

This position is part of the Wolf Ridge Summer Youth Program team and is responsible for supervision of up to 14 children ages 3-18. Counselors play a vital role in developing a positive, safe, and enriching camp experience for every camper, which includes planning and conducting a variety of safe, fun and interesting activities in an outdoor setting. Assistant Trip Leaders (ATLs) do everything a counselor does, but also help to lead off-site trips alongside our Trip Leaders. This could involve hikes along the Superior Hiking Trail or canoe trips in the Boundary Waters. They may also assist with packing, unpacking, and checking gear for the trip. They will lead short overnights on Wolf Ridge property or in Superior National Forest. Wolf Ridge summer program runs from June 15–August 16th, 2025.

1) General Duties of a Counselor

- Supervise and ensure the safety of a group of children.
- Act as primary adult responsible for welfare of your assigned campers, including sleeping in the same room and/or tent with campers (applies to same gender), and ensuring proper supervision at all times from while campers are at camp.
- Assist and participate during daily camp activities, weekly trips including swimming, hiking, sports, games, campfires, evening wrap-ups, camper skits, presentations and other activities scheduled throughout camp.
- Participate in staff training sessions and all sessions of the WR Summer Camp.
- Perform all job duties in compliance with the established policies of Wolf Ridge
- Lifeguard during swimming and canoeing activities both on Wolf Ridge property and offsite camping/backpacking trips.

- Communicate effectively with campers, co-counselors, parents, naturalists and community members at-large.
- Serve as a role model for campers and other counselors.
- Serve as support staff by assisting the Managers with food packing, gear organization, curriculum development for 'Choose Your Own Adventure' sessions, day/evening dorm duty, store duty, and other duties as assigned.
- Assist with camp set up, check in and check out processes, and camp clean up.
- Complete evaluations of self, supervisors, and campers.

2) Education and Experience

- Required
 - 17 years of age or older at time of employment
 - 18 years of age or older at time of employment for Assistant Trip Leader positions
 - Current certifications in First Aid and CPR, and Wilderness Water Safety by the time of employment
 - First Aid, CPR and Wilderness Water Safety can be acquired during staff training
- Preferred
 - Experience with residential camping programs, working with children, wilderness trips
 - Leadership experience in school and community
 - Background or interest in natural history, ecology and/or environmental education

3) Compensation

- \$574/biweekly
 - Includes lodging; meals available when dining hall is open