



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Job Description

Job Title: Summer Manager-Counselors

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

The Summer Manager of Counselors provides training, direct leadership and support to Summer Camp Counselors and Assistant Trip Leaders while they actively supervise staff and maintain safe, enjoyable, age-appropriate programs. Wolf Ridge Summer runs from June 8–August 16, 2025.

1) General Duties of a Summer Manager

- Staff Supervision & Training
 - Train, motivate, support and supervise Counselors and Assistant Trip Leaders. This includes coaching, teaching, modeling, reinforcing, assisting with difficult situations and correcting behavior
 - Continually observe and evaluate all Counselors and Assistant Trip Leaders on a weekly basis. Including a formal mid-summer and end of the summer evaluation
 - Provide ongoing training for Counselors and Assistant Trip Leaders throughout the summer
 - Provide the Managers of Programming with weekly Counselor and Assistant Trip Leader group assignments
- Program & Camper Management
 - Support and connect with campers; behave as an appropriate positive role model in all camp activities
 - Participate enthusiastically in all camp activities; enjoy playing, and not "sit on the sidelines", being visible throughout the day, leading transition times and supervising campers
 - Work with the Managers of Programming to ensure summer programming scheduling and needs are met.

- Attend administrative staff meetings
- Maintain clear and positive written and verbal communication with all camp staff
- Maintain the daily schedule during summer camp programs
- Participate as a member of the manager team to deliver and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
- Work evening and night duty as assigned
- Assist with weekly camp check in and check out
- Other duties to be assigned as needed
- Participant Communication
 - Take daily photos of campers and groups in assigned activities
 - Communicate with camper families as needed (i.e. behavior, medical concerns, etc.)
 - Assign end-of-week cleanup responsibilities for counseling staff

2) Critical Skills and Experiences

- Required:
 - First Aid, CPR , 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

3) Compensation

- \$378/week
 - Includes lodging; meals available when dining hall is open