



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Job Description

Job Title: Summer Manager-Family Programming

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 Family Programs will coordinate and oversee all aspects of the family camp programs. This includes staff management, scheduling, program development and implementation and attending to the daily needs of participants. When not working directly with the family camp programs, the Summer Manager of Family Programs will assist in the daily management of the summer youth program & trips. Wolf Ridge Summer runs from June 8-August 16, 2025.

1) General Duties of a Summer Manager

- Program Management & Delivery
 - Assist in the management of family 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
 - Facilitate opening and closing campfire to family camp program participants
 - Facilitate special family camp program events (i.e. sunrise hikes, night hikes, etc.)
 - Provide communication with the kitchen and custodial staff about food and room needs
 - Provide primary contact to participants during the family camp program weeks
 - Participate enthusiastically in all family camp program, youth summer camp and wilderness tripping activities, providing support and guidance to those assigned as leaders
 - 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
 - Assist with summer camp and wilderness tripping set up, van driving, daily schedule and camp clean up when not working directly with family camp

- Risk Management
 - Ensure that family camp, summer camp and wilderness tripping staff and campers know and follow safety and educational procedures during camp programs
 - Provide guidelines for programs utilizing camp equipment (Recreational equipment, waterfront, etc.)
 - Ensure participants and staff follows safety procedures in all program areas
 - Ensure that program areas are kept free of hazards and debris
- Communication & Evaluation
 - Assist in the implementation of staff training
 - Plan, implement and participate staff training sessions that pertain to family camp programming
 - Regularly monitor work of counselors when teaching programs to family camp programs
 - Provide feedback and guidance to naturalists about family camp and program specific programs
 - Provide recommendations and concerns to directors regarding naturalists and/or counselors performances while working with the family camp programs
 - Participate in staff meetings
 - Work evening and night duty as assigned

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