



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Job Description

Job Title: Summer Manager-Health Services

Department: Program

Reports To: Summer and Special Programs Director

FLSA Status: Exempt

Prepared By: Summer and Special Programs

Updated Date: November 1, 2024

Approved: Rebecca Meyer

Approved Date: 11/13/2024

Summary

The Summer Manager of Health Services will provide leadership and guidance to staff and campers about physical and emotional health of campers. This includes basic first aid, supporting campers with special needs, transportation for off-site medical care, camper medication distribution, preparing medication for wilderness trips and monitoring medical supplies and records. 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 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
- Camper Health
 - Ensure the health and safety of campers and staff
 - Collect and organize camper and staff medical forms
 - Collect and administer medications (prescribed and over-the-counter) to campers

- Provide first aid for minor injuries and illnesses
- Assist in handling homesick and sick campers, coordinating with the Camp Director if parents need contacting
- Maintain accurate and detailed health logs and incident reports
- Communication
 - Assist in the implementation of staff training
 - Plan, implement and participate staff training sessions that pertain to staff and camper health
 - Communicate specific camper health needs (allergies, special diets, etc.) to appropriate staff
 - Participate in staff meetings
 - Work evening and night duty as assigned

2) Critical Skills and Experiences

- Required:
 - Wilderness First Aid and/or First Responder certification or higher prior to start of employment
 - 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