



# WOLF RIDGE<sup>SM</sup>

## ENVIRONMENTAL LEARNING CENTER

### Job Description

Job Title: Summer Manager-Youth Programs  
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 Youth Programs has a crucial role to play to ensure the success of the summer youth programs & trips. They work closely with the team of managers to schedule, design and deliver program activities that are safe, fun, and appropriate to the campers' age and abilities. Wolf Ridge Summer runs from June 8–August 16, 2025.

#### 1) General Duties of a Summer Manager

- Program Creation & Scheduling
  - Ensure lesson plans are prepared and implemented that meet camp outcomes, the abilities of the campers and are fun
  - Coordinate all camp program and campfire activities with other staff, including Choose Your Own Adventure Day and Day Camp
  - Able to make responsible decisions and judgments about programming in the absence of the Summer Camp Director
  - 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
  - Attend administrative staff meetings as needed
  - Maintain clear and positive written and verbal communication with all camp staff
  - 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
- Camper Management
  - Support and connect with campers; behave as an appropriate positive role model in all camp activities

- Provide emotional and behavioral support to Counselors and Assistant Trip Leaders when working with campers
- Risk Management
  - Ensure that camp staff and campers know and follow safety and educational procedures during camp programs
  - Provide guidelines for programs utilizing camp equipment
  - Assist in the management and care of the physical facilities and equipment in all program areas
  - Oversee daily checks of area and equipment for safety, cleanliness, and good repair
  - Ensure that program areas are kept free of hazards and debris
  - Take the initiative to see problems, find solutions, and make recommendations as it relates to your area of responsibility
- Camp Reporting & Evaluation
  - Collect and evaluate records; report and evaluate camp program and activity areas
  - Evaluate the success of the program and the development of the campers' abilities and skills in various program activities

## **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 hardworking

## **3) Compensation**

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