



### **Job Description**

**Job Title:** Program Naturalist – Camp Programs and On-site Campus Coordinator

**Department:** Program

**Reports To:** Program Director

**FLSA Status:** Exempt

**Prepared By:** Program Director

**Prepared Date:** October 1, 2025

**Approved By:** Executive Director

**Approved Date:** October 21, 2025

**Summary:** This position is part of the Wolf Ridge team of educators responsible for teaching classes, writing and maintaining curriculum, and managing specific programs. This position is responsible for administering Wolf Ridge's youth and family summer programs, family and adult programs throughout the year, as well as on-site campus coordination for groups. The Camp Programs and On-site Campus Coordinator works collaboratively with a core team of program staff to support programming and on-site coordination for all participants.

#### **1) GENERAL DUTIES OF PROGRAM NATURALISTS**

These are duties common to all program staff. Specific duties for this job are listed under the Essential Duties section.

- Teaches classes for participants of all ages in various scientific, cultural, and recreational subjects utilizing the 2000-acre campus and 68-acre Superior Field Station to facilitate experiential environmental learning. Course content and complexity is adapted to the specific ages and interests of students.
- Conducts seminars, workshops, or field trips for conferences, student naturalists, or community/university/business groups as needed. May be responsible for planning and directing activities associated with these projects.
- Writes and maintains a curriculum that is consistent with the Center's mission, goals and standards. Plans course content and method of presentation; prepares outline of material to be covered and resources needed to conduct the class. New curriculum is submitted to the Program Director for approval.
- Serves as a partner with the Wolf Ridge Program Coordinator – helping with school scheduling, serving liaisons, and as on-site campus coordinator during group stays, including addressing group concerns in conjunction with other staff members
- Serves evening and weekend administrative duty as assigned. Duties include checking in with liaisons and helping with attending schools and groups as needed, taking care of emergencies that may come up, answering phones after hours, helping visitors or participants as needed.
- Responsible for helping with Center emergencies such as participant injuries or facility and weather-related problems.
- Other program responsibilities: attend staff meetings, shovel and sand outdoor sites and trails, respond to participant needs, promote Wolf Ridge as the opportunity arises, and assist other staff.
- *Other duties as assigned by Wolf Ridge administration.*

## **2) SUPERVISORY STATUS**

This individual coordinates with the Program Director for hiring and supervising an average of 25 seasonal summer staff while working closely with the program team to identify all summer positions for a cohesive, strong summer team.

This position is supervised by the Program Director.

## **3) PERFORMANCE EXPECTATIONS**

To perform this job successfully, an individual should demonstrate the following competencies and skills:

Analytical Skills: Ability to research and analyze data related to their specific program areas. Analyze and interpret common scientific and education articles from journals and the Internet.

Problem Solving - Identifies and resolves problems by gathering and analyzing facts and drawing valid conclusions. Works well in individual or group problem solving situations and exhibits creativity when searching for problem solutions. Able to deal with frequent change, delays, or unexpected events; meets challenges with resourcefulness.

Task Management - Prioritizes and plans work activities; completes projects on time and within approved budget; uses time efficiently; works diligently to accomplish duties while looking for ways to improve quality of work; develops innovative approaches and ideas.

Customer Service - Responds promptly to customer needs, inquiries and requests for assistance; solicits customer feedback to improve service. Demonstrates tolerance for diversity when dealing with customers; exhibits behavior appropriate to working with children.

Teamwork - Balances team and individual responsibilities; shares expertise with others; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests.

Professionalism - Treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; comes to work on-time. Exhibits an overall positive, "can-do" attitude toward work. Promotes a trusting and friendly working atmosphere.

Organizational Support - Follows employee policies and procedures; attends staff meetings; supports organization's goals and values; develops and implements cost saving measures and conserves organizational resources; ensures work responsibilities are covered when absent; responds to management direction; commits to long hours of work when necessary to reach goals or complete a project.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process. This individual holds a high level of responsibility for safety/risk management and emergency services as they relate to the program department, and thus requires excellent judgment and reasoning skills.

Safety - Follows safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

#### **4) EDUCATION AND EXPERIENCE**

Bachelor's degree from a four-year college or university; three or more years of Summer Camp Management experience; 1 or more years of related experience and/or training as a teaching naturalist or a certified teacher.

Strong preference for experience that includes 1) managing camp programs, particularly overnight or residential camps, 2) working with family programs or programs that integrate people of all ages in a learning situation, 3) facilitating and supporting guest services, and 4) staff management and training.

#### **5) OTHER QUALIFICATIONS**

##### **Computer Skills**

To perform this job successfully, an individual should be proficient in Microsoft Office, Google Suite packages, and Internet skills; spreadsheet, word processing and design layout software. CRM Database experience for camp registration and records maintenance. Familiarity with the CampBrain platform is a bonus.

##### **Certificates, Licenses, Registrations**

Required: Driver's License, First Aid and CPR.

Preferred: Life Guarding and/or Wilderness Water safety, NASP Archery, Wilderness First Responder, and other appropriate certifications.

#### **6) ESSENTIAL DUTIES, RESPONSIBILITIES AND SKILLS**

This position has distinct seasonal responsibilities. During the summer they manage camp programs. During the school year, this person serves as a partner with the Wolf Ridge Program Coordinator – helping with school scheduling, serving liaisons, and serving as a lead when the Program Coordinator is away. Planning and preparing for summer and special programs continues year-round. In addition to the required general duties, this individual has these essential duties:

- **Camp Management:**
  - Recruiting, hiring, training and managing staff;
  - Monitoring and supporting camp registration;
  - Administering the camp scholarship program;
  - Purchasing program equipment and supplies;
  - Managing the associated program budgets;
  - Communicating with participants and their parents or guardians;
  - Maintaining records, and overseeing all matters relative to safety, discipline, and overarching policies.
- **Summer Team Collaboration and Leadership:** Works collaboratively with all departments. This role works closely with the Program Coordinator year-round, and works closely with a summer leadership team during the summer months to coordinate logistics of all individual enrollment summer programs.
- **School Year On-Site Coordination:** Works with Program Coordinator in hosting and managing all groups on campus, from schools, youth, to adult, and conference groups. May serve in preplanning and organization of groups, most likely are adult groups or conferences.
- **Recruitment and Marketing:** Works with the Marketing and Communications Director to market and advertise the youth and family camps and adult programs, including traveling to give presentations, tending booths at shows, online job advertisement, etc. Assists with creating and maintaining summer camp website and brochures content;

social media related outreach; coordinates year round contact with youth and family camp participants, as well as adult program participants.

- **Teaching:** this individual teaches 2-6 half day classes per week during the school year. Average class load is 4/week. During the summer months of June – August teaches no more than 1 class per week.
- **Curriculum:** Responsible for the updates and revisions of curriculum including existing lesson plans, ordering and maintaining equipment, and care of learning and program sites.
- **Fundraising:** Coordinates with the Wolf Ridge Development Director and helps write grants for the summer youth and family, as well as other adult and youth programs. In collaboration with the Program Director manages administration of grants, budgets, and reports.
- **Other duties** include, but are not limited to: shoveling and snow removal of outdoor and educational sites; wood stacking; helping with placement and removal of the ice houses, etc.

## **7) PHYSICAL DEMANDS**

The physical demands described here are required to successfully perform the essential functions of this job.

The employee is regularly required to stand and walk up to 3 miles or more at a time in all types of NE MN weather conditions; use hands to finger, handle, or feel; reach with hands and arms repetitively in all directions; talk, hear, and see. The employee is frequently required to sit; climb stairs, a high ropes course, and the rock climbing wall; balance, and stoop, kneel, crouch, or crawl. The employee must be able to do repetitive typing on a computer. The employee must be able to swim while wearing a PFD, paddle canoes and kayaks, and enact basic water rescues.

The individual must regularly and repetitively lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move 50 pounds.

## **8) WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position frequently works outdoors and is exposed to outside weather including hot and humid conditions, below zero temperatures, rain, snow, sleet, mud and bright sun. This position may work in remote backcountry wilderness settings without easily accessed resources. Insects are encountered for part of the year. The noise level in the work environment is usually moderate. Time is regularly spent at a desk in an open office space when using the phone or computers. Work is regularly in and amongst large groups up to 400 in size, composed primarily of youth.

Some off-site travel is required for meetings, marketing programs at shows and conferences, etc.