



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Job Description

Job Title: Camp Health & Programming Specialist

Department: Program

Reports To: Camp Programs & Onsite Campus Coordinator

FLSA Status: Exempt

Prepared By: Program Director

Updated Date: November 24, 2025

Approved: Rebecca Meyer

Approved Date: 12/15/2025

Summary

The Camp Health and Programming specialists will provide leadership and guidance to summer staff and campers. They will inform staff about the physical and emotional health of campers and coordinate camp programming activities. These specialists show participatory leadership by leading programs for youth and family camps. Health service responsibilities include 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.

This is not a singular role, but will be filled by 2 people sharing the duties and working as a close team on all aspects of the job. Wolf Ridge Summer runs from June 8–August 15, 2026.

1) General Duties of a Summer Specialist

- **Program Management & Delivery**
 - Assist in the management of camp program participants including check in/out, medical concerns, special events, van driving, camp clean up and all camp events.
 - 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 Programs Coordinator 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
 - Communicate specific camper health needs (allergies, special diets, etc.) to appropriate staff
 - Participate in staff meetings
 - Communicate specialty programming needs to summer staff (examples include information about classes, ice cream socials, trivia nights, youth campfires, etc.)
 - Work evening and night duty as assigned
 - Take daily photos of campers and groups in assigned activities

2) Critical Skills and Experiences

- Required:
 - Adult/pediatric First Aid & CPR required at start of employment
 - Wilderness Water Safety (WWS) and/or Lifeguard Certification
 - Can complete at Wolf Ridge during staff training
 - Possess a current driver's license
 - 21 years of age or older at time of employment
 - Ability to work well on a team
 - Strong communication skills and ability to navigate conflict and risk management
 - Ability to understand and adhere to all Wolf Ridge policies
 - Ability to accept feedback gracefully and integrate it
- Desired:
 - Wilderness First Aid and/or First Responder certification or higher
 - Mental Health First Aid certification
 - Have specialized and practical knowledge of/experience in: group and camp leadership, teen leadership, staff support and development
 - Display integrity, patience, adaptability, flexibility, enthusiasm, and a commitment to serve youth
 - Be responsible, detail oriented and hard-working

3) Compensation

- \$385/week paid biweekly
- Includes lodging;
- Meals available when dining hall is open (Sunday lunch-Friday lunch with occasional weekend availability)