



WOLF RIDGESM

ENVIRONMENTAL LEARNING CENTER

Job Description

Job Title: Counselor Support 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 Counselor Support Specialists provides training, direct leadership and support to Summer Camp Counselors while they actively supervise staff and maintain safe, enjoyable, age-appropriate programs.

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 16, 2025.

1) General Duties of a Summer Specialist

- Staff Support & Training
 - Train, motivate, support and mentor Counselors. This includes coaching, teaching, modeling, reinforcing, and assisting with difficult situations.
 - Connect with Counselors on a weekly basis for support and feedback.
 - Provide ongoing training for Counselors throughout the summer
 - Help run weekly counselor meetings before camp week starts
- Program & Camper Support
 - Support and connect with campers; behave as an appropriate positive role model in all camp activities
 - 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
 - Work with the Camp Health & Programming Specialists to ensure summer programming scheduling and needs are met.
 - Attend administrative staff meetings

- Maintain clear and positive written and verbal communication with all camp staff
- Maintain the daily schedule during summer camp programs
- Participate as a member of the camp specialist 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
- Participant Communication
 - Take daily photos of campers and groups in assigned activities
 - Communicate with camper families as needed (i.e. behavior, medical concerns, etc.)

2) Critical Skills and Experiences

- Required:
 - Adult/pediatric 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
 - 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
 - Ability to understand and adhere to all Wolf Ridge policies
 - Ability to accept feedback gracefully and integrate it
- Desired:
 - 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 campers
 - Be responsible, detail oriented and hard-working

3) Compensation

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