

Wisconsin Lions Camp
A Project of the Wisconsin Lions Foundation, Inc.

Job Title

Program Unit Director

Responsible To

Camp Director, Program Director

Supervises

Program Specialists

Summary

The Program Unit Director will assist the Program Director in working with specialists, dealing with programming issues and ensuring a safe and successful camp program as it relates directly to the campers and counselors.

Required Qualifications

1. 21 years of age or older.
2. Ability to live on-site.
3. Documented experience in a leadership role involving the supervision of others.
4. Previous experience in a camp or similar recreational facility.
5. Experience working with and supervising children with disabilities.
6. Valid Driver's License.

Preferred Qualifications

1. Interest, knowledge and/or skills in a variety of camp program activities.
2. CPR, AED, First Aid and Lifeguard certification.

Essential Functions

1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership to the program specialists.
2. Ability to observe sessions, assess their appropriateness and coach staff through teaching and leading sessions.
3. Visual and auditory ability to identify and respond to emergency and possible emergency situations related to camping.
4. Ability to work with people of differing abilities to ensure a safe camping experience for each camper.
5. Ability to communicate effectively with program specialists to ensure the safety and effectiveness of the program areas.
6. Represent the Wisconsin Lions Camp professionally at all times.
7. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

Specific Responsibilities

1. Attend and participate in all staff meetings and events, including daily morning meeting with administrative staff.
2. Be dressed professionally and ready to greet parents, guardians and campers on arrival and departure day during check-in and check-out. Make certain that campers, guardians and parents are comfortable and have all questions answered.
3. Assist with planning of program activities and other activities with the program specialists.
4. Live with a group of 6 to 8 campers and other staff. This requires the Program Unit Director to be a positive role model for the campers and other staff members.
5. Assume responsibility for each camper's and staff's safety and health, assuring them a pleasant camp experience. Help each camper and staff member grow and adjust to others and to camp life.
6. Provide coaching, feedback, and assistance to specialist staff in their sessions. Use effective coaching techniques and work with them to provide programming to the campers.
7. Assist programming staff as they work with campers with special needs or behavioral problems.
8. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise. Also respect the confidentiality of the office and administrative issues.
9. Rotate on call duties with fellow unit directors throughout the week.
10. Know when to ask for assistance and support fellow staff.
11. Assist in activity assignments and coordinate specialist paperwork as needed.
12. Submit weekly feedback form.
13. Assist the cabin counselors as they plan and lead activities which relate to the campers' interests and development. Encourage the individual camper to participate in all camp activities.
14. Assist with the specialist's activities and all camp activities, working closely with the Program Director as needed.
15. Assist in preparing weekly evaluations on all counseling and program staff.
16. Assist waterfront directors during free swim and boat when assigned.
17. Be flexible and willing to act as a substitute for any program specialist or cabin counselor during the time of an absence.
18. Review the specialist paperwork to ensure it is filled out in a professional manner.
19. Assist in camp emergencies or other situations as directed by administrative staff.
20. Assist with camp clean-up after each group departs.
21. Give tours for Lions groups, parents, campers and other groups as requested.
22. As needed, serve as a vehicle driver for camp trips, emergency situations or for running errands.
23. Other duties as assigned.

Revised 11/16