

**WISCONSIN LIONS CAMP**  
**A Project of the Wisconsin Lions Foundation, Inc.**

***JOB TITLE***

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Off Season Program Supervisor

***RESPONSIBLE TO***

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Camp Director

***SUMMARY***

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The Off Season Program Supervisor is a salaried position responsible for assisting the Camp Director in the total operation of the summer and off season rental programs.

***MINIMUM QUALIFICATIONS/ESSENTIAL FUNCTIONS***

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1. College degree in hospitality, recreation, education or other related field preferred.
2. Minimum of two years of experience in working with rental groups, customers, campers in a leadership or administrative position in camping or closely related field.
3. Excellent verbal and written communication skills.
4. Ability to work with special needs populations and people with disabilities.
5. Ability to organize, lead and administer the off season program activity areas.
6. Ability to recruit, train and supervise seasonal employees.
7. Knowledge and skills in a variety of camp program activities.
8. Experience in computer programs including word, access, excel and google calendars.
9. First Aid, CPR, AED, lifeguarding and a valid driver's license required. First Responder certification recommended.
10. Willingness to work non-traditional hours such as evenings and weekends as needed.
11. Physical, auditory, cognitive, and visual abilities to be able to set-up, lead, participate and run different program areas including challenge course and waterfront, including lifting up to 50 lbs, climbing and swimming.

***SPECIFIC SUMMER CAMP RESPONSIBILITIES:***

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1. Assist in the development, implementation, and supervision of the summer camp program in accordance with Lions Camp goals and objectives.
2. Assist in recruitment, interviewing and hiring of seasonal staff.
3. Assist in developing and implementation of staff orientation, training of summer staff and preparation of summer staff pre-camp training materials in conjunction with other full-time staff.
4. Assist in maintaining the ACA accreditation standards, and well as local and state regulations.
5. Coordinate, schedule and lead all Visitor Days and other tours throughout the summer.
6. Manage the Camp Store (Trading Post). This includes ordering, inventory, stocking and cleaning the Trading Post.

7. Serve as a program specialist or other staff position as needed.
8. Provide behavioral management support and supervisory techniques to assist the staff working with the campers as needed.

***SPECIFIC OFF SEASON RENTAL RESPONSIBILITIES:***

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1. Schedule, book, produce and manage all rentals and related paperwork.
2. Coordinate rental details with all other departments, including food service, housekeeping and the Camp office.
3. Promote and share the off season rental program to build the rental season.
4. Assign host responsibilities to other full-time staff with the support of the Camp Director.
5. Supervise and provide programming/customer service support for assigned OSR groups including orientation to camp and rules & policies.
6. Do all billing and fee collection for assigned groups.
7. Maintain records of off-season rentals including billing, building usage and all other records as required.
8. Recruit, schedule, train and supervise seasonal OSR program staff.

***OTHER SPECIFIC RESPONSIBILITIES:***

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1. Be available to speak or present programs about the camp to clubs, conventions and other organizations as requested.
2. Conduct tours of the camp to clubs, dignitaries and other visitors as needed.
3. Assist in reviewing and revising all brochures and other marketing and advertising materials about camp and OSR.
4. Assist in representing the camp within professional organizations, committees, and agencies dealing with camping, recreation or special populations on a local, state or national level.
5. Assist in maintaining program facilities and equipment in proper condition to ensure safety of the programs and the facility.
6. Participate in risk management and camp emergency procedures to maintain safety of the camp facility.
7. Assume all responsibilities of the Camp Director as needed.
8. Enforce all Lions Camp policies and procedures for staff, campers and OSR groups.
9. Assist in budgetary management, short and long range planning and other special projects as needed.
10. Supply the Camp Director items to be added to Wish List.
11. Manage and update the Camp website and Instagram page.
12. Assume all other responsibilities as directed by the Camp Director.

*Revised 7/18*