

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

*Job Title*

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Environmental Education Director (EE Director)

*Responsible To*

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Camp Director, Summer Program Supervisor

*Summary*

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The Environmental Education Director works with the other Environmental Education Director to organize, direct and develop a meaningful, well-rounded nature program which incorporates environmental education, awareness, nature lore, archery, outdoor skills and sensory awareness activities geared to the interest and abilities of campers.

*Required Qualifications*

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1. 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communication and cognitive abilities to teach and communicate with groups participating in the nature program
4. Knowledge and experience of the natural environment.

*Preferred Qualifications*

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1. Experience in working with children and adults who have disabilities.
2. Leadership experience.
3. Two years of college or experience working in the field of camping.
4. CPR, AED, First Aid and Lifeguard certification.
5. Valid Driver's License.

*Essential Functions*

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1. Supervise, lead and communicate with groups participating in the EE program.
2. Respond to environmental and other hazards related to the EE area.
3. Receive and follow general instructions; plan, lead and participate in meaningful activities; and assist the Camp in meeting camper goals and objectives to ensure a positive camping experience for each camper.
4. Stand for extended periods of time when required.
5. Observe camper behavior, assess its appropriateness and enforce necessary safety regulations. Use effective discipline techniques, behavior management plans and strategies for working with children with disabilities.
6. Represent 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*

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1. The Environmental Education Director must:
    - Develop EE activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
    - Schedule groups for program instruction.
    - Lead EE activities during activity periods and lead other activities as assigned by the administrative staff.
    - Maintain the nature center, other areas as assigned and all related equipment in excellent working condition and submit supply and maintenance requests to the administrative staff.
    - Care for all living animals incorporated into the EE program.
    - Develop exhibits, displays, interest centers, etc. that will serve to stimulate campers' interest of the natural environment.
    - With the other EE Director and the help of the administrative staff, conduct the EE and archery orientation during staff training,
    - Prepare and present awards to campers who have earned EE and/or other awards.
  2. Attend and participate in all staff and specialist meetings.
  3. Submit weekly feedback form.
  4. Greet parents, guardians and campers on arrival and departure day while performing arrival/departure duties as assigned by administrative staff.
  5. Work as a unit pal when available, assisting with camper supervision and program activities.
  6. Live with a group of 6 to 8 campers. This requires the EE Director to be a positive role model for the campers and other staff members.
  7. Assume responsibility for each camper's safety and health, assuring them a pleasant camp experience. Help each camper grow and adjust to other campers and to camp life.
  8. Know when to ask for assistance and support fellow staff.
  9. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
  10. Assist with all camp activities, working closely with the administrative staff.
  11. Serve as a lifeguard or lookout as assigned by administrative staff.
  12. Lead and prepare specialized activities with other staff.
  13. Act as a substitute for other staff during the time of an absence as assigned.
  14. Assist in camp emergencies or other situations as directed by administrative staff.
  15. Assist with camp clean up after each group departs.
  16. Other duties as assigned.
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*Revised 12/18*