

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

Job Title

Outfitting Director

Responsible To

Camp Director, Summer Program Supervisor

Summary

The Outfitting Director organizes and implements a safe, comprehensive and fun campout and cookout program and leads other activities geared to the interests and abilities of campers.

Required Qualifications

1. Minimum of 18 years of age.
2. Ability to live on-site.
3. Sufficient visual, auditory, communication and cognitive abilities to lead and communicate with groups involved in the campout.
4. Knowledge and experience with the outdoors and camping equipment.

Preferred Qualifications

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

Essential Functions

1. Supervise, lead and communicate with groups participating in the campout program and working in the outfitting area.
2. Respond to environmental and other hazards related to campsites and the outfitting 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. 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.
5. Stand for extended periods of time when required.
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. The Outfitting Director must:
 - Maintain all campout, cookout and programming equipment. This includes keeping all gear in safe, clean working condition. Submit supply and maintenance requests to the administrative staff.
 - Work with counselors to review their order forms. Submit to the Food Service Supervisor the food order forms for campouts and cookouts. Work closely with the kitchen personnel when ordering and returning food.
 - Pack and prepare all equipment for campouts.
 - Be responsible for the cleanliness and orderly use of the outfitting area.
 - Be responsible for overseeing that proper cleanup procedures are being followed after campouts.
 - With the support of the administrative staff conduct an outfitting orientation during staff training.
 - Prepare and present awards to campers who have earned outfitting 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. Working 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 Outfitting 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 the 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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