

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

*Job Title*

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Trading Post Director

*Responsible To*

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Camp Director, Off Season Program Supervisor, WLF Bookkeeper

*Summary*

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The Trading Post Director organizes and implements a safe, comprehensive and fun camp store experience geared to the interests and abilities of campers.

*Required Qualifications*

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1. Minimum of 18 years of age or older.
2. Ability to live on-site.
3. Sufficient visual, auditory, communication and cognitive abilities to communicate with parents, guardians or groups visiting the Trading Post.
4. Knowledge of computer systems and software.
5. Strong organizational, verbal and written skills.

*Preferred Qualifications*

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

*Essential Functions*

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1. Sufficient visual, auditory, cognitive and physical abilities to plan, organize and implement an efficient Trading Post operation.
2. 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.
3. Sufficient cognitive ability to use good judgment in situations which will require confidentiality, customer service and professionalism.
4. Ability to stand for extended periods of time.
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 the Wisconsin Lions Camp and 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 Trading Post Director must:
    - Maintain and organize all items in the Trading Post.
    - Assist in the ordering and inventory of the Trading Post supplies.
    - Be responsible for maintaining accurate records of camper's money which includes tracking money spent in the Trading Post.
    - Run the POS system, credit card machine and all additional equipment used in the operation of the Trading Post.
    - Maintain cleanliness of all coolers and the Trading Post in compliance with food codes.
    - Keep an accurate inventory count.
    - Open the Trading Post at needed times and work with all staff to ensure the efficiency of the Trading Post.
    - Assist the administrative staff in managing the camper money and all Trading Post reports and receipts.
    - Assist the administrative staff in implementing and organizing paperwork and other duties as assigned.
  2. Attend and contribute to all staff and specialist meetings.
  3. Submit weekly feedback form.
  4. Greet parents and campers on arrival and departure day, while working in the Trading Post.
  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 Trading Post 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 in camp clean up after each group departs.
  16. Other duties as assigned.
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*Revised 12/18*