

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

*Job Title*

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Unit Director

*Responsible To*

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Camp Director

*Supervises*

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Counselors, assigned units of Campers

*Summary*

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The Unit Director assists the administrative staff in working with campers, dealing with camper and staff issues and ensuring a safe and successful camp program as it relates directly to the campers and counselors.

*Required Qualifications*

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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*

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

*Essential Functions*

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1. Sufficient visual, auditory, communication and cognitive abilities to provide guidance, supervision, and leadership to a minimum of six counselors and their campers.
2. Ability to observe camper behavior, assess its appropriateness and apply behavior management techniques in dealing with campers who may be having problems adjusting to the camp expectations.
3. Visual and auditory ability to identify and respond to emergency and possible emergency situations related to camping. Ability to work with people of differing abilities to ensure a safe camping experience for each camper.
4. Ability to communicate effectively with parents or guardians while learning about campers' needs and discussing any issues that might arise.
5. Represent the Wisconsin Lions Camp professionally at all times.
6. Contribute to a positive camp atmosphere by being respectful to others, the Camp and yourself.

*Specific Responsibilities*

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1. Attend and participate in all staff meetings and events, including daily morning meeting with the 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 in your units, working with the counselors, as needed.
  4. Live with a group of 6 to 8 campers and other staff. This requires Unit Directors 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 technical, behavioral, health and clean-up assistance to counseling staff in their cabins and units as the need arises. Use effective discipline techniques and know when to ask for assistance.
  7. Assist counselors as they work with campers with special needs or behavioral problems where the traditional staff-to-camper ratio is not adequate.
  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 other unit directors throughout the week.
  10. Know when to ask for assistance and support fellow staff.
  11. Submit weekly feedback form.
  12. Assist the 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.
  13. Assist with the other activities in the unit and all camp activities, working closely with the administrative staff as needed.
  14. Assist in preparing weekly evaluation for counselors and specialists within their units.
  15. Assist during free swim and boat when assigned.
  16. Lead other activities as assigned by the administrative staff.
  17. Be flexible and willing to act as a substitute for any counselor or program specialist during the time of an absence.
  18. Review the weekly progress reports of each of the campers in their units and other needed paperwork to ensure they are filled out in a professional manner by the counselors.
  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.
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*Revised 12/18*