

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

JOB TITLE

Program Supervisor

RESPONSIBLE TO

Camp Director

SUMMARY

The Program Supervisor is a salaried position assisting the Camp Director in the overall coordination, planning, development, and implementation of all approved summer and off season camp programs of the Wisconsin Lions Camp.

MINIMUM QUALIFICATIONS/ESSENTIAL FUNCTIONS

1. College degree in recreation, education or other related field preferred.
2. Minimum of two years of experience 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 program areas of Camp.
6. Ability to train, recruit and supervise seasonal employees.
7. Knowledge and skills in a variety of camp program activities.
8. Experience in using various computer programs and social media.
9. First Aid, CPR, AED, and a valid driver's license required. Lifeguard, Level One or Two Challenge Course certification and First Responder certification recommended. Will provide the trainings to the right candidate.
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.
12. Sufficient cognitive ability to use good judgment in situations which will require confidentiality, customer service and professionalism in working with campers, guardians, teachers, Lions, off season guests and other supporters.
13. Ability to work independently on multiple projects, meeting deadlines and to work with other full-time staff to ensure the success of the camp program.
14. Represent the Wisconsin Lions Camp and professionally at all times.
15. Contribute to a positive camp atmosphere by being respectful to others, the camp and yourself.

SPECIFIC RESPONSIBILITIES:

Summer Camp:

1. Supervise and lead photo taking, video taking, editing, social media calendars and postings, website edits and other areas to share our camp story.
2. Assist with Visitor Day tours, other club tours and other visitors to the camp

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- property during the summer.
3. Assist in the development, implementation, and supervision of assigned programs in accordance with Lions Camp goals and objectives.
 4. Assist in recruitment, interviewing and hiring of seasonal staff.
 5. Assist in the coaching, support and evaluation of all seasonal staff with direct responsibility for assigned seasonal staff
 6. 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.
 7. Assist in maintaining the ACA accreditation standards, and well as local and state regulations.
 8. Responsible for the development and revision of the the resource and program manuals. Assist in the revision of all other summer camp materials.
 9. Continue to develop program areas with new activities, programs, lessons and equipment.
 10. Coordinate and develop special programs involving the entire Camp.
 11. Coordinate all program related paperwork for the Camp program, including creating schedules for time off, activities and prep for all staff in assigned program areas.
 12. Serve as a program specialist or other staff position as needed.
 13. Assist in maintaining inventories of all program supplies and order supplies as needed. Make recommendations for future purchases and program activities.
 14. Provide behavioral management support and supervisory techniques to assist the staff working with the campers as needed.

Off Season Rental Duties:

1. Supervise and provide programming/customer service support for assigned OSR groups including orientation to camp and rules & policies.
2. Do all billing and fee collection for assigned groups.
3. Support the Off Season Director in running the off season program as needed.

Public Relations Duties:

1. Be available upon request to speak or present programs on the camp to Lions Clubs, Lions Conventions, and other organizations.
2. Conduct tours of the Wisconsin Lions Camp to Lions Clubs, Lion Dignitaries, and other visitors.
3. Create tour scripts, presentation scripts and on-line tours to provide on-line tour options.
4. Assist in reviewing and revising all print promotional materials.
5. Lead the review and continual updating of all forms of social media including our website, Facebook pages and Instagram.
6. Assist in representing the Wisconsin Lions Camp within professional organizations, committees, and agencies dealing with the camping, recreation, or special populations area on the local, state, and national level.
7. Lead in sorting, maintaining and preserving camp memorabilia.
8. Assist in creating, promoting and setting up fundraisers or other events as assigned (notably Hustle S'more).

Risk Management Duties:

1. Assist in maintaining and evaluating all camp procedures, facilities, program facilities and equipment in proper condition to ensure safety of the program.
2. Evaluate and report any potentially dangerous areas in camp equipment or facilities to the Camp Director or maintenance staff as needed.
3. Maintain or replace program equipment as needed to ensure safety in the total camp program.
4. Supervise potentially dangerous areas of camp during the summer and off season programs to ensure written safety policies are followed.
5. Understand the role of a mandated reporter in the state of Wisconsin and report to the Camp Director any situations that endanger campers, staff, or the reputation of the Wisconsin Lions Camp and Foundation.
6. Assist the Camp Director in analyzing evaluations, feedback and other comments to continue to make improvements to all aspects of camp operations.

Budgetary Duties:

1. Assist in recommending and/or purchasing of all program camp area equipment for operations of the camp program.
2. Supply the Camp Director items to be added to Wish List.
3. Assist in long range planning for purchases, including rotational replacement schedules and new program needs.

Revised 8/22