

# **Wisconsin Lions Camp**

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

### *Job Title*

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CORE Specialist (Challenging through Outdoor Recreational Experiences)

### *Responsible To*

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Camp Director, Program Supervisor

### *Summary*

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Three CORE Specialists will work as a team to organize and implement a safe, comprehensive and fun challenge course and other activities geared to the interests 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 CORE program.
4. Physical strength to spot and belay for extended periods and to perform safety checks on the challenge course. Ability to stand for extended periods of time.
5. Experience with challenge course programming.

### *Preferred Qualifications*

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1. Experience in working with children and adults with disabilities.
2. Leadership experience.
3. Two years of 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*

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1. Supervise, lead and communicate with groups participating in the CORE program.
2. Respond to environmental and other hazards related to the CORE area.
3. Receive and follow general instructions; plan, lead and participate in meaningful activities; 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. 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. The CORE Specialists will:
    - Develop CORE activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
    - Ensure a safe, enjoyable and comprehensive CORE program, following all operating procedures laid out in the CORE Specialist manual.
    - Schedule groups for program instruction.
    - Lead challenge course and other activities as assigned by the administrative staff.
    - Maintain the CORE areas and program equipment in excellent working condition and report supply and maintenance requests to the administrative staff.
    - Maintain all rope use logs and other relevant paperwork related to the challenge course and other areas.
    - Conduct CORE program orientation during staff training, with the assistance of the administrative staff and other CORE Specialists.
    - Prepare and present CORE awards to campers each week.
  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 days while performing arrival/departure duties as assigned by administrative staff.
  5. Live with a group of 6 to 8 campers. This requires the CORE Specialist to be a positive role model for the campers and other staff members.
  6. Assume responsibility for each camper's safety and social, emotional, mental and physical well-being.
  7. Assume responsibility for camper supervision, behavior management and camp programming as assigned.
  8. Help each camper grow and adjust to other campers and to camp life.
  9. Know when to ask for assistance and support fellow staff.
  10. Maintain the confidentiality of campers and staff relating to issues of health, behavior and other situations that may arise.
  11. Assist with all-camp activities, working closely with the administrative staff.
  12. Serve as a lifeguard or lookout as assigned by administrative staff.
  13. Lead and prepare specialized activities with other staff.
  14. Act as a substitute for other staff during a time of absence as assigned.
  15. Assist in camp emergencies or other situations as directed by administrative staff.
  16. Assist with camp clean up after each group departs.
  17. Other duties as assigned.
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*Revised 11/22*