

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

Job Title

Sports Specialist

Responsible To

Camp Director, Program Supervisor

Summary

The Sports Specialist organizes and implements a safe, comprehensive and fun sports and field games program 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 sorts and field games.
4. Knowledge and experience with various sports and field games.

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 sports area.
2. Respond to environmental and other hazards related to campsites and the sports 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 Sports Specialist will:
 - Develop sports activities that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
 - Scheduling groups for program activities.
 - Lead sports activities during activity periods and lead other activities as assigned by the administrative staff.
 - Maintain the sports field and equipment in excellent working condition and submit supply and maintenance requests to the administrative staff.
 - Ensure the safety of the sports area, following all established procedures and watching that levels of competition are appropriate.
 - Prepare and present awards to campers who have earned sports awards.
 - With the support of the administrative staff conduct a sports orientation during staff training.
 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. Assume responsibility for each camper's safety and social, emotional, mental and physical well-being.
 6. Assume responsibility for camper supervision, behavior management and camp programming as assigned.
 7. Help each camper grow and adjust to other campers and to Camp life.
 8. Live with a group of 6 to 8 campers. This requires the Sports Specialist to be a positive role model for the campers and other staff members.
 9. Know when to ask for assistance and support fellow staff.
 10. Maintain the confidentiality of campers and staff relating to issues such as health, behaviors 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 the time of an 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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