

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

***JOB TITLE***

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Rentals Supervisor

***RESPONSIBLE TO***

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Camp Director

***SUMMARY***

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The Rentals Supervisor is a salaried position assisting the Camp Director in the overall operations of the Wisconsin Lions Camp and the Rentals Program for the Wisconsin Lions Foundation (WLF).

***MINIMUM QUALIFICATIONS/ESSENTIAL FUNCTIONS***

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- 21 years old or older
- College degree in recreation, education or other related field preferred.
- Minimum of two years of experience in a leadership or administrative position in camping or closely related field.
- Excellent verbal and written communication skills.
- Ability to work with people with disabilities.
- Ability to organize, lead and administer the program areas of Camp.
- Ability to train, recruit and supervise seasonal employees.
- Knowledge and skills in a variety of camp program activities.
- Experience in using various computer programs and social media.
- First Aid, CPR, AED, and a valid driver's license required. Lifeguard and Level One Challenge Course certification required.
- Willingness to work non-traditional hours such as evenings, weekends and holidays as needed.
- 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.
- Ability to use good judgment in situations which will require confidentiality, customer service and professionalism in working with campers, guardians, educators, Lions, guests and others.
- Ability to work independently on multiple projects while collaborating with other departments for the success of Camp and other WLF projects.
- Represent WLF professionally at all times.
- Contribute to a positive WLF atmosphere by being respectful to others, WLF, and yourself.

***SPECIFIC RESPONSIBILITIES:***

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**Rentals:**

- Schedule, book, produce and manage all Rentals and related paperwork.
- Coordinate Rental details with all other departments, including food service, housekeeping and facility.
- Assign host responsibilities to other staff with the support of the Camp Director.
- Supervise and provide programming/customer service support for assigned Rental groups, including orientation to camp with rules and policies.
- Recruit, schedule, train and supervise Rentals staff.
- Analyze evaluations, feedback and other comments for ongoing improvements of all aspects of Rentals.

**Collaboration:**

- Work collaboratively with the Camp team to maintain ACA accreditation standards as well as local and state regulations.
- Work collaboratively with Camp staff to develop, maintain, and keep inventories of program areas with new activities, programs, lessons and equipment for both Camp and Rentals.
- Provide programming support for Camp.
- Provide input and ideas as requested about the Strategic Plan, Master Site Plan and project lists.

**Public Relations Duties:**

- Be available upon request to speak or present programs on the camp to Lions Clubs, Lions Conventions, and other organizations.
- Represent WLF within professional organizations committees and agencies.
- Assist in reviewing and revising all promotional materials.
- Assist with the Wisconsin Lions Camp social media and website.
- Assist in the sorting, maintaining and preserving of camp memorabilia.
- Collaborate with other staff in fundraisers and other events as assigned.
- Assist with marketing WLF such as conducting tours as assigned.

**Risk Management Duties:**

- Assist with the overall risk management of WLF.
- Assist in maintaining, evaluating and/or replacing program facilities and equipment to ensure safety.
- Enforce all WLF policies and procedures to ensure written safety policies and procedures are being followed.
- Report to the Camp Director any situations that endangers campers, guests, staff or the reputation of the WLF.

**Budgetary Duties:**

- Assist in recommending and/or purchasing of all program camp area equipment.
- Supply the Camp Director items to be added to Wish List.
- Assist in long range planning for purchases, including rotational replacement schedules and new program needs.
- Assist with the writing of grants as assigned.

**Miscellaneous:**

- Further the mission of WLF of Reaching, Touching and Improving Lives.
- All other duties as assigned.

*Revised 6/2025*