

# **Wisconsin Lions Camp**

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

Job Title: **Specialist**  
Reports to: *Program Supervisor, Camp Director*

### Position Purpose:

Specialists will work as a team to organize and implement a safe, comprehensive, and fun camp program geared to the interests and abilities of campers. This position is salaried and must live on site when camp is in session.

### Essential Job Functions: The requirement and tasks that must be met and completed to do the job.

1. Age 18 years or older during the summer camp session (starting May 19, 2025).
2. Live on site while Camp is in session.
3. Sufficient visual, auditory, cognitive, and communication abilities to independently supervise, guide, and care for all campers.
4. Ability to work and collaborate as part of a team.
5. Ability to live in a community environment with limited privacy.
6. Ability to observe camper and staff behavior, assess appropriateness, and report or respond using the appropriate camp policies and procedures.
7. Represent the Wisconsin Lions Foundation professionally.
8. Ability to maintain mental, emotional, and social resiliency (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
9. Ability to establish and maintain appropriate professional relationships and interpersonal skills while recognizing and considering the needs of others in daily interactions and decision making.
10. Ability to interact effectively with individuals and groups respecting diversity and to maintain appropriate boundaries.
11. Ability to use effective and appropriate self-care practices for maintaining overall wellness.
12. Physical ability to work and live in a rural camp setting that includes prolonged standing, walking long distances on uneven terrain, climbing, stretching, lifting and moving camp equipment up to 35 pounds, working irregular hours, and environmental exposure such as weather conditions, insects, and plant life.
13. Physical ability to identify environmental and other hazards and respond appropriately to emergency situations.

### Knowledge Skills and Abilities: Expertise that will be developed on the job.

1. Understand the developmental needs of youth
2. Experience working with children and adults who have disabilities
3. Experience with camp activities, programming, and residential living
4. Valid driver's license
5. First Aid/CPR/AED certification
6. Lifeguard certification
7. Training and/or experience with program areas: crafts, music, musical instruments, dance, and theatre, challenge courses, belaying, environmental education, sports and field games, small watercrafts, fishing, swimming, and archery.
8. Training or experience in healthcare settings.

Wisconsin Lions Camp  
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Specific Responsibilities: What the role will be doing at Camp

1. Develop activities, displays, programs, special events and other programming that are appropriate for the intended audience, utilizing overall camp goals and communication with counselors regarding their campers.
2. Assist with planning, leading and organizing camp activities, working closely with Counselors and Administrative Staff.
3. Lead activities as scheduled.
4. Prepare alternate activities during inclement weather.
5. Maintain all program areas and all related equipment in excellent working condition and submit supply and maintenance requests to administrative staff.
6. Act as a lifeguard or lookout while at the waterfront.
7. Conduct orientations to program areas and programming events.
8. Assist in trainings, workshops and other educational sessions for campers and staff.
9. Live with and directly supervise 6 to 8 campers. This requires Specialists to be a positive role model for the campers and other staff members.
10. Work with camper families and campers on arrival and departure days to ensure they are comfortable with Camp while performing arrival/departure duties as assigned by administrative staff.
11. Assume responsibility for each camper's safety and social, emotional, mental, and physical well-being, to ensure a positive camp experience. Help each camper grow and adjust to other campers and to camp life.
12. Assume responsibility for camper supervision and behavior management with Counselors.
13. Work with Support Specialists and Administrative Staff to ensure camper and staff safety and well-being.
14. Complete weekly progress reports, feedback forms, camper awards and other needed paperwork as assigned.
15. Respect the confidentiality of campers and staff relating to issues such as health, behaviors, and other situations that may arise.
16. Act as a substitute for other staff during the time of an absence as assigned.
17. Assist in Camp emergencies or other situations as directed.
18. Assist with Camp clean up after each group departs.
19. Attend and participate in all staff meetings and events.
20. Other duties as assigned.

*Revised 11/2024*