

Wisconsin Farmers Union
Assistant Director Summer Camp
Job Description

ASSISTANT DIRECTOR JOB DESCRIPTION

Summary:

Wisconsin Farmers Union Kamp Kenwood is looking for summer staff/camp counselors who love being outside and who love kids. Our staff spend much of the summer outdoors and having fun while working, teaching, and learning together. Internship positions, especially related to agriculture, water/watershed education, diversity/equity/inclusion, and/or communications/media, can typically be designed to suit your needs.

The Assistant Director is responsible for helping to plan and implement staff training, support the Camp Director, stand in as the director when Camp Director is unavailable, and help facilitate and plan curriculum for the summer. They will be responsible for leadership in supervising youth and staff, planning, facilitating and evaluating lessons and activities, working on other organizational projects as necessary, and assisting the Camp Director as needed in a live-in, residential summer camp setting and at off-site events around the state. They may also reside in shared accommodation at our office apartment when other lodging is not available

Salary:

\$700/ week or \$140/ day. Pay during training is \$600/ week. Room, board, and food is included.

Education and Competencies:

- Minimum 3 years supervisory experience and leading groups
- Experience working in customer service or a related field
- Comfort with multi-tasking and making decisions in a leadership position
- Experience with problem-solving in a fast-paced working environment
- Ability to be flexible and adaptable
- Strong communication, written, and public speaking skills
- Ability to practice self care and maintain a sense of humor
- Organized and consistent
- Experience working in summer camps or similar outdoor education settings
- Experience with creating schedules, running meetings, and delivering feedback
- Must be First Aid/CPR certified, lifeguard certification preferred but not required

Communication:

- Excellent oral communication skills.
- Highly skilled at writing and presenting projects and activity plans.
- Must maintain confidentiality of sensitive and confidential information.

Qualifications:

- Experience, desire and ability to work with and relate to children and peers in an outdoor environment.
 - An interest in the outdoors, cooperatives, and/or social justice and enthusiasm for sharing that interest with children is preferred.
 - Some knowledge and training in agriculture and/or natural science is preferred.
- A sense of humor, creativity, and initiative.
- Desire and ability to work as part of a team.
- Willingness to abide by the policies and practices of the Wisconsin Farmers Union.
- Willingness to place the needs of campers and camp above personal desires.
- Good health and stamina necessary to work in the camp setting.
- The acceptance of irregular work hours.

- The acceptance and understanding that employment is at a resident (overnight) camp.
- Certified Sex Offender Registry and Criminal Background Checks is required and will be completed for personnel files.
- 18 years of age or older

Commitment:

- Preparation and training begins June 3; position is live-in.
- On site training takes place July 8-12. Residential camp begins July 14 and ends August 14. Camp activities throughout the day & evening, with time off scheduled each day, with some work days longer or shorter depending on the camp and other responsibilities.

Work Environment:

- The work is performed on-site, almost exclusively outdoors at the organization's 23 acre camp facility, WFU Kamp Kenwood, on the Yellow River Channel/Moon Bay area of Lake Wissota, adjoining Lake Wissota State Park.
- Acceptance of irregular work hours.
- Acceptance and understanding that employment is at a resident (overnight) camp.

Physical Demands:

- This position requires the following physical activities: pushing, pulling, climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.
- Assist the campers in emergency situations.
- Able to lift and carry up to 50 pounds for short distances over uneven terrain in all weather conditions.
- Possess strength and endurance required to maintain constant supervision.
- Demonstrate sensitivity to the needs of campers.
- Demonstrate enthusiasm, sense of humor, patience, self-control and ability to adapt well to changing situations.
- Participate in structured and unstructured activities.
- Provides excellent customer service to other staff members, campers, parents and visitors to camp.
- Accept and follow directions both in verbal and written form.

Essential Functions:

- Be able to meet personal needs (bathing, toileting, dressing, diet management, etc.).
- Sleep in a non-air-conditioned, dormitory-style cabin (rustic, but with modern toilet/shower facilities) with up to 19 other individuals (total of 20 campers and staff) and fall asleep without assistance. (Numbers per cabin may be reduced, as appropriate, in accordance with the communicable disease risk management plan.)
- Be accommodated with multiple host families for extended overnight stays during outreach/events (for weeks of continuous travel).
- Move independently and function in outside environments that include direct exposure to sun, heat, cold, rain, wind, water, humidity, dirt, dust, noise, traffic conditions, and uneven surfaces.
- Communicate calmly, clearly, and effectively in a high-stress/emergency situation.
- Capable of maintaining effective mental, emotional and social interactions in our group-based, youth centered and community living program.
- Ability to maintain mental, emotional, and social resilience (such as handling stressful situations appropriately) needed for the job in a fast-paced, interactive environment.
- Ability to establish and maintain appropriate professional relationships and interpersonal skills (skills used to reduce stress, reduce conflict, improve communication, enhance intimacy, increase understanding, and promote joy).
- Ability to interact effectively with individuals and groups respecting social and cultural diversity and to maintain appropriate boundaries.
- Ability to use effective and appropriate self-care practices for maintaining overall wellness and capable of managing any chronic illness or condition (health care staff with minimum comprehensive first-aid certification is on-site).

- Ability to recognize and consider the needs of others (including campers and staff members) in daily interactions and decision-making.
- Will assist in the planning of the camp agenda and/or staff training (based on experience).
- May reside in the staff cabin or camper cabin depending on needs from session to session.
- Will assist in training the staff (depending on experience).
- May manage the finances of the camp co-op store (depending on experience).
- Will be next in command as a liaison to other staff, helps solve problems that arise.
- Must be willing to step in and step up when necessary, without having to be explicitly told what to do; self-reliant and supportive to all staff.
- Willing to step in when other staff need breaks.

The Wisconsin Farmers Union prohibits discrimination on the basis of race, color, religion, creed, national origin, ancestry, gender, gender expression, sexual orientation, family/parental status, age, disability, socio-economic or military status, in any of its activities or operations. These include employment, youth and adult programs, membership, selection of vendors, appointment of board members and selection of grantees, volunteers and representatives.

Application Instructions: send a cover letter and resume to: Executive Director, [Julie Keown-Bomar](mailto:jbomar@wisconsinfarmersunion.com), jbomar@wisconsinfarmersunion.com. Wisconsin Farmers Union will be accepting and reviewing applications immediately and continue until positions are filled. It is the best interest of applicants to apply as soon as possible. Website: <https://www.wisconsinfarmersunion.com/>