

# **CAMP TAPAWINGO POSITION DESCRIPTION**

## **POSITION**

Executive Director

## **QUALIFICATIONS**

- Bachelor's degree in education, natural/environmental sciences, recreation, or business administration preferred, or a combination of education and work experience.
- Proven ability to work independently.
- Demonstrated leadership and communication skills.
- Employment experience in a formal camp setting.
- Employment or volunteer experience working with children.
- Working knowledge of office machines, office procedures, and accounting.
- Proficient in MS Word, Excel, and PowerPoint.

## **JOB SUMMARY**

The Executive Director will represent Camp TaPaWingo in a positive, professional manner, and will promote, manage, and direct the operations and activities of the camp including the camp facilities, entire staff, office, and user groups. The Executive Director will ensure the camp meets or exceeds all established goals and objectives.

## **PERCENT EMPLOYMENT**

100%, no benefits.

## **RESPONSIBLE TO**

Camp Operations Committee, and through them to the Manitowoc County 4-H Leaders Association and 4-H Youth Development Educator.

## **RESPONSIBILITIES AND AUTHORITIES**

### **Promote and Market**

- Promote and market Camp TaPaWingo.
- Prepare and distribute publicity, 4-H Express articles, press releases, radio announcements, and presentations of camp related programs.
- Develop effective public relations programs for camp.
- Attend 4-H functions and 4-H club meetings to promote use of camp.
- Take part in community activities for recognition of yourself and Camp TaPaWingo. This would include the Manitowoc - Two Rivers Chamber of Commerce, the Mishicot Activity Growth and Improvement Committee (MAGIC), and the United Way.
- Promote camp to groups as requested, and provide guided tours of camp facilities as needed.
- Contact potential user groups including 4-H groups, area schools, church groups, etc., through preparation and distribution of brochures and mailings.

### **Manage and Direct**

#### ***Facilities***

- Assist user groups in planning facility use.
- Meet proper health and safety requirements (legal) for camp operation.
- Conduct a weekly inspection of grounds and facilities.
- Assist in maintenance duties, and perform and/or assist in minor repairs when necessary.

- Maintain security of grounds and buildings.
- Oversee the natural resources management of camp.
- Conduct a periodic inventory of equipment and supplies.
- Coordinate major repairs with a contractor. Submit a request to Camp Operations Committee for repairs from \$250 - \$500, and to the 4-H Leaders Board for repairs exceeding \$500.
- Ensure the camp area, equipment, buildings, etc. are kept clean and orderly to the highest standard.

#### ***Budget***

- Prepare and oversee camp budget.
- Prepare cost analysis/comparison of supplies and services.
- Investigate and apply for government programs for funded labor or services.
- Develop and submit grant proposals for programming and projects.
- Work with the Camp Operations Committee to develop and implement an ambitious fund-raising program.

#### ***Personnel***

- Recruit, train, and supervise staff under the direction of the Camp Operations Committee.
- Maintain First Aid and CPR certification.
- Communicate and work with all of Camp Staff as a TEAM.
- Supervise and schedule kitchen, maintenance, and educational staff in accordance with their job description.
- Provide for initial and on going training of all staff.
- Ensure all staff meet the requirements of the 4-H Youth Volunteer Orientation Program.
- Maintaining employee files to legal obligations.
- Enforce risk management policies and procedures.

#### ***Administration***

- Prepare monthly reports for presentation to Camp Operations Board.
- Attend meetings of the Camp Operations Committee and 4-H Leaders Board / Association.
- Schedule work hours as dictated by facility use and camp related community meetings.
- Dealing with daily mail, phone calls, correspondence / reports, and maintaining files in a timely manner.
- Verify Lodge is prepared for incoming groups.
- Implement camp improvements such as methods, procedures, housekeeping, safety, etc.
- Performs other miscellaneous duties and related functions as directed by the Camp Operations Committee.
- Schedule use of camp, recording user group information, and posting information on calendar.
- Recognizes irregularities and notifies Camp Operations Committee.
- Recruit and supervise volunteers in all aspects of camp programs and management.
- Fulfill any other duties deemed necessary by the Camp Operations Committee.

#### **Plan and Organize**

- Plan and conduct camping programs with sound educational objectives.
- Plan and coordinate special events at camp.
- Devise and carry out methods of evaluating the success of camp programs.
- Develop long-range improvement and maintenance programs with Camp Operations Committee involvement and oversee its implementation.
- Orientate new groups and present or coordinate educational programs at their request.

### **ESSENTIAL FUNCTIONS**

**USE OF EQUIPMENT: Fill in equipment typically used to perform the job, i.e. personal computer, telephone, oven, grill, cash register, copier, handtruck, etc.**

Personal Computer	Telephone	Fax Machine	Copy Machine	Calculator	
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**LIFTING REQUIREMENTS: Place an 'X' next to the statement that best describes the usual lifting activity.**

	<b>SEDENTARY</b>	Lifting up to 10 pounds maximum and occasionally lifting and or carrying small items
XXX	<b>LIGHT</b>	Lifting 30 pounds maximum with frequent lifting and/or carrying objects up to 10 pounds
	<b>MEDIUM</b>	Lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds
	<b>HEAVY</b>	Lifting 100 pounds maximum with frequent lifting and/or carrying objects up to 50 pounds
	<b>VERY HEAVY</b>	Lifting objects in excess of 100 pounds with frequent lifting and/or carrying objects weighing 50 pounds or more.

**PHYSICAL DEMANDS: Place an "X" in the column that best describes the physical activities which are required for the position.**

	<b>NOT REQUIRED</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>CONSTANT</b>
<b>BENDING</b>		X		
<b>KEYING</b>			X	
<b>HEARING</b>				X
<b>REACHING</b>			X	
<b>SEEING</b>				X
<b>SPEAKING</b>				X
<b>STANDING</b>			X	
<b>WALKING</b>				X
<b>LIFTING</b>		X		
<b>CARRYING</b>		X		
<b>CLIMBING</b>		X		
<b>KNEELING</b>		X		
<b>TASTING</b>		X		
<b>SMELLING</b>		X		

**DEFINITIONS:**

- Not Required            May be a routine part of the job, but the essential functions can be performed without this activity.
- Occasional            Activity is needed to perform the essential functions of the job at random intervals.
- Frequent                Activity is usual and customary part of the essential functions of the job.
- Constant                Activity is continually occurring and required to perform the essential functions of the job.

**APPLICATION INFORMATION**

Send resume, letter describing interest and qualifications, and list of three references to [ruthaebischer@co.manitowoc.wi.us](mailto:ruthaebischer@co.manitowoc.wi.us) by May 9, 2008 to ensure full consideration.