

The American Legion,  
Department of Wisconsin  
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wilegion.org



Founded on four pillars:

- Veterans Affairs & Rehabilitation
- National Security
  - Americanism
- Children & Youth

*The mission of The American Legion, Department of Wisconsin is to provide service to veterans, their families and their communities.*

<b>POSITION:</b> Camp Director	<b>DATE CREATED:</b> April 2021
<b>DEPARTMENT:</b> Camp American Legion	<b>STATUS:</b> Full Time
<b>REPORTS TO:</b> Department Adjutant	<b>START DATE:</b> May 2021
<b>LOCATION:</b> Camp American Legion, Lake Tomahawk	<b>APPROVED BY:</b> Department Adjutant

### **BENEFITS AND COMPENSATION PACKAGE**

- Salaried Position, Pay Range \$20-\$30 hourly
- Paid Time Off, 401-K
- Health Insurance, Dental Insurance, Life Insurance, Short Term and Long Term Disability
- All-inclusive Lakefront Directors Home included featuring 3-bedroom and office, 2 baths at Camp American Legion

### **DESCRIPTION**

The Camp Director administers and oversees the day-to-day operations and maintenance of Camp American Legion (CAL) located at Lake Tomahawk, Wisconsin. The Camp Director is responsible for supervising CAL employees, staff and volunteers at CAL. The Camp Director makes recommendations to the Camp Committee and Department of Wisconsin leadership. Responsible for the implementation of policy regarding operational issues, safety and risk reduction practices, budgetary issues, employee or staff roles and responsibilities, capital improvements, and fundraising efforts. The Camp Director works with local and state-wide support organizations to build strong relationships, communicate the mission of CAL and grow financial support for sustainable operations. The Camp Director represents the Department in overseeing capital improvement projects on Camp facilities and manages project schedules to include staying compliant with budget guidelines. The Camp Director is the direct liaison for Cabin and facility sponsors ensuring proper building maintenance, safe operations and adequate housing environments. The Camp Director works under the direct supervision of the Department Adjutant.

Camp American Legion is a health & wellness facility for Wisconsin veterans and their families. Camp provides our veterans a safe environment with a focus on recreational activities that help to heal through the Northwoods experience. We pride ourselves on the high level of service we provide to our veterans and their families. Many of these veterans are dealing with disabilities, aging and stressors associated with their Military service. The Camp Director provides a critical role in ensuring our mission is successful.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities as management may deem necessary from time to time.

### **Operations**

- Manages all CAL operations
- Conducts “Welcome and Safety” briefings to guests
- Supervises the CAL Veteran applications and guest reservation process
- Develops a recreation plan that incorporates health & wellness while engaging the Northwoods outdoor experience
- Develops, implements and monitors a comprehensive safety and risk reduction plan
- Manages the CAL recreational facility located at the Rainbow Flowage area, to include; maintenance, cleaning and rental use
- Maintains inventory of all CAL assets, perishable or non-perishable foods and supplies
- Under the supervision of the Department Adjutant, the Camp Director is responsible for hiring and supervising all part-time, seasonal staff members, including McNaughton trustees and volunteers
- Recruits qualified CAL volunteers and develop a strong supportive volunteer orientation and training program
- Builds a positive “Team” environment for all Camp staff, supporters and public relations
- Conducts on-site staff meetings (daily, weekly, monthly, spring season kick off)
- Procure and purchase any supplies or materials needed for projects
- Ensures compliance within safe food preparation and food service safety operations

### **Facility Management**

- Develops project estimates for proposed capital projects
- Works with local government agencies to ensure code and land use compliance
- Oversee construction projects managing the schedule, budget and design compliance.
- Monitors and oversees facility and equipment maintenance needs
- Communicates building repairs needed with Cabin and facility sponsors
- Schedule and coordinates all work parties from sponsoring posts, counties
- Develops and implements procedures to protect Camp property from theft, damages and operational misuse
- Plans future reconstruction for long term sustainability and efficiency
- Ensures facilities and equipment are clean and serviceable to a high standard

### **Business Development and Operations**

- Works with the Department Adjutant, Camp Committee and Department Executive Committee members to develop and implement strategic planning for the future success of Camp
- Works with the Department Adjutant and Finance Manager to develop an annual Camp budget
- Works with the Department Finance Manager to monitor and track budgetary matters

- Works with Camp Committee Chair and its members to develop and implement policy or procedures
- Communicates with external Veteran program leads to schedule host weeks to improve campus activities
- Conducts daily/weekly social media platforms promoting Camp and highlighting Camp supporters
- Manage data collection of all guests and programs at CAL via the annual “Camp Census” reports to WDVA and stakeholders
- Track, log and deposit all donations (both monetary and in-kind) received for CAL following SOP
- Ensures “Thank You” letters are sent to donors before donations are deposited
- Provides a Camp Director’s report for scheduled meetings to the Department Adjutant
- Attends the Department State Convention, Mid-Winter Conference, regular Camp Committee meetings, the annual Department Budget meeting and all other meetings as directed by the Department’s Adjutant or Commander
- Promotes the Wisconsin American Legion, its programs and the Camp American Legion program at every opportunity

### **EDUCATION AND/OR EXPERIENCE**

- Education: Preferred 4-year degree, to include business management/administration, organizational health, engineering or a relatable field of study, military education
- Experience and/or Training: 5 plus years experience with organizational/operational leadership in a supervisor or program manager role. Formal leadership training with operations experience, or equal military training
- Veteran preference preferred however not required

### **KNOWLEDGE, SKILLS & ABILITIES**

- **Competencies**  
An individual in this position must be able to successfully perform the essential duties and responsibilities listed above. Previous program development and management experience. Strong organizational skills, attention to detail. In-depth knowledge and understanding of veteran issues and supporting programs. Understanding of general building practices, construction processes, equipment operation and maintenance procedures. Skills and abilities to work with office equipment, tracking software and internet / cloud-based data collection systems. Strong leadership skills, positivity, ability to work under pressure, self-motivated, creative problem-solving skills, strong verbal and written communication skills, exceptional customer service skills.
- **Leadership**  
Strong communication skills and inspired to make a positive impact to support Veterans; provides direction and motivates others to complete the tasks; effectively influences actions and opinions of others; accepts feedback, and gives recognition when needed.

Understands diversity and generational cultures. Ability to work as a Team player to better serve Veterans.

- **Technology/Equipment:**

Strong skills with computer-related software, hardware, cloud-based systems, and data collection software. Knowledge and experience operating marine equipment, basic facility maintenance equipment and tools, snow plow/snow removal equipment and a basic understanding of operating commercial foodservice equipment.

- **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **PHYSICAL REQUIREMENTS**

Camp American Legion serves over 1000 veterans, military members and their families throughout the Camp season (May thru September). At times the volume of guests served can be demanding and Camp Director expected to be resilient. Camp Director position requires the individual to display the ability to work long hours in a fast-paced ever-changing environment while maintaining professionalism and compassion for staff and most importantly our CAL guests.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. During the normal camp season subject to longer hours which may include early mornings, late evenings and occasional weekends and holidays. CAL is in the Northwoods area, subject to inclement weather conditions.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

It is the **policy** of Camp American Legion (operated by the Department of Wisconsin, American Legion) not to discriminate against any applicant for employment, or any employee because of age, color, sex, disability, national origin, race, religion, or veteran status.

**Employee Acknowledgment:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this position.