



Position Title: Program Support and Property Steward

Position Service Site: Camp Decorah in Holmen, WI

Service Time: October 3, 2022 – August 18, 2023 (1,700 Hour AmeriCorps Term) (46 weeks) (40 hours per week)

Benefits: Living stipend total for whole term = \$500 per week, Education Award = \$6,495.00 upon successful completion of service.

Onsite housing available.

OVERVIEW: Camp Decorah is a Boy Scouts of America (Scouts BSA) Camp that offers summer camp, and camp and cabin rentals. The purpose is to provide a variety of summer camp and other program experiences which expose youth to a variety of outdoor and life skills and provides a fun, safe program. Programs will be provided to both Scouting groups as well as other youth organizations and members of the public.

SERVICE DESCRIPTION: Camp Decorah's Program Support and Property Steward provides programming to youth attendees at Camp Decorah and also assist in providing a variety of support functions for other Camp Decorah programming. They will also aim to grow support of Camp programming and property usage.

RESPONSIBILITIES:

Grow participation in Gateway Scouting program/camps

- Directly support assigned volunteer project teams planning program events for Cub Scouts & Scouts BSA. This includes programs offered throughout the year as well as summer camps
 - Build volunteer project teams to support program events being offered
 - Coach best practices to help maximize effectiveness and quality of program events
 - Keep programs innovative and engaging to meet the needs of youth and families
 - Utilize best possible communication practices to keep families and units aware of programs taking place
- Promote participation in programs through a variety of contacts including phone calls, unit visits, and a presence at community events

Develop and support outdoor programs at Camp Decorah and in the community for non-Scout user groups. Market and promote the rental of buildings and facilities at Camp Decorah

- Promote program opportunities at Camp Decorah with non-Scout users such as schools and other youth organizations
- Provide tours and overview meetings for non-Scout groups
- Develop fee structures for custom programs
- Provide specialized programming for non-Scout groups such as shooting range, low COPE (Challenging Outdoor Personal Experience) / zip line, waterfront activities when needed. Coordinate volunteers or paid staff to provide these programs
- Be on-site point of contact when groups are utilizing Camp Decorah
- Develop plan for designing and creating publicity for Camp Decorah property as a rental venue

- Communicate and coordinate about user groups with other stakeholders (camping committee, properties committee, staff, etc.)

Provide property support through regular cleaning, and coordination of maintenance and projects

- Check groups in and out of buildings/facilities and provide customer service during their visit
- Conduct regular cleaning between user groups
- Support and grow the Camp Host program – finding volunteers to be on site for a weekend to check groups in/out, provide service and support
- With the properties team, develop plans for non-scout volunteer groups for days of service

Directly support summer camp programming and the seasonal staff

- Work directly with the Camp Director, Camping Committee and Scout Executive to support the council summer camp programs
- Work with Camp Director to complete key items such as National Camp Accreditation Program and seasonal staff hiring
- Obtain National Camp School certification as needed

Other Responsibilities

- Online registration approvals, and basic website updating
- Have the ability to execute advance planning for camps and programs
- Assist in facilitating the off-season trading post, and pre-order merchandise program

QUALIFICATIONS:

- Ability to get along with people and to have a friendly and helpful attitude
- Ability to support project teams in their planning efforts
- Ability to plan work week and schedule tasks without direct supervision.
- Must be willing to acquire necessary trainings (paid by the Gateway Area Council)

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