



Position Title: Program Support Team Member

Position Service Site: Gateway Area Council Office in La Crosse, WI & Camp Decorah in Holmen, WI

Service Time: October 2, 2023 – May 31, 2024 (1,200 Hour AmeriCorps Term, 35 weeks, 37.5 hours per week)

Weekend availability necessary when prescheduled Scouting programming, volunteer maintenance, or visitor usage is occurring)

Benefits: Living stipend total for whole term = \$16,500 (\$471.42 per week), Education Award = \$4,826.50 upon successful completion of service.

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: The Program Support Team Member provides programming to youth attendees at Camp Decorah and also assist in providing a variety of support functions for other Camp Decorah & Gateway Area Council programming. They will also aim to grow support of Camp programming and property usage. When needed they will use their program skills to help provide programming to youth in the region. They will also help support an efficient Scouting program in the region with some other office duties currently being handled by the executive director.

RESPONSIBILITIES:

Grow participation in Gateway Scouting program/camps

- Directly support assigned volunteer project teams planning program events for Cub Scouts & Scouts BSA
- Utilize best possible communication practices to keep families and units aware of programs taking place – website updating, social media, e-blasts, videos and more

Develop and support outdoor programs and rental properties at Camp Decorah

- Be a planning point of contact for individuals or groups renting space at Camp Decorah
- Provide specialized programming for non-Scout groups such as shooting range, low COPE / 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

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

- Complete tasks such as checking requests/approvals, online registration approvals, basic website updating, etc.
- Be a strong communicator both verbally and through email
- Have the ability to execute advance planning for camps and programs

- Facilitate off-season trading post

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)
- Valid driver's license, access to personal vehicle, and willingness and ability to drive to both La Crosse based office and Holmen based camp. Occasionally travel to other program locations in the Gateway Area Council to support functions listed above.
- Withstand the physical demands of work which involves some lifting, carrying, bending, and hiking across uneven terrain
- Ability to perform the essential duties of the position with or without reasonable accommodation
- Ability to multitask and shift schedule and priorities to meet changing conditions
- Upon hire, a criminal background check will be conducted. Service with WisCorps will be considered probationary until all results are returned and have been reviewed

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