

WISCONSIN LIONS FOUNDATION

Job Title: Events Director

Department: Wisconsin Lions Camp

Responsible to: Executive Director

Salary Range: \$51,000 - \$53,000, based on experience

To Apply: Send cover letter and resume to ehartvig@wlf.info by December 1, 2025 or mail to Wisconsin Lions Foundation, Inc., Attn: Executive Director Evett Hartvig, 3834 County Road A, Rosholt, WI 54473

Summary:

The Events Director is a salaried position that is responsible for the overall coordination, planning, development and implementation of the Trading Post and Rentals Program for the Wisconsin Lions Foundation, Inc.

Qualifications:

- Minimum of two years of experience in Retail and Customer Service.
- Strong verbal and written communication skills.
- Ability to work with youth and adults with disabilities.
- Ability to organize, lead and administer the program areas for Rentals.
- Ability to train, recruit and supervise employees.
- Experience in using various computer programs and social media.
- First Aid, CPR, AED and a valid driver's license required. Lifeguard and Level One Challenge Course certification preferred or willingness to be trained.
- Physical, auditory, cognitive and visual abilities to be able to set-up, lead, participate and run different program areas, including challenge course and waterfront, as well as lifting up to 50 lbs.
- Willingness to work non-traditional hours such as evenings, weekends, and holidays as needed.
- Ability to use good judgment in situations which will require confidentiality, customer service, and professionalism in working with guests.
- Ability to work independently on multiple projects while collaborating with other departments for the success of WLF's five statewide projects.
- Contribute to a positive work atmosphere by being respectful to others, WLF and yourself.
- Represent WLF professionally at all times.

Specific Responsibilities

Rentals:

- Schedule and manage all Rentals programs and related paperwork.
- Coordinate Rentals with all other departments including, but not limited to, food service, housekeeping and maintenance.
- Supervise and provide programming and customer service support for Rental groups, including orientation to the facility and rules and policies.
- Complete all billing and fee collection for Rental groups.
- Maintain all records of the Rental Groups.
- Supervise the recruitment, interviewing, hiring and training of Rentals staff.
- Analyze evaluations, feedback and other comments to continue to make improvements to all aspects of the Rentals Program.

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(715) 677-4969 • (715) 677-4527 (fax)

www.wlf.info / wisconsinlionscamp.com

Trading Post:

- Manage all aspects of the Trading Post, including, but not limited to:
- Purchase all inventory with input from other departments.
- Manage all inventory through approved inventory management software.
- Manage all sales through approved Point of Sale software, including Camper Deposits.
- Supervise and provide orientation to all employees working in Trading Post.
- Maintain all records of the Trading Post.
- Order supplies specific to the Trading Post.
- Analyze evaluations, feedback and other comments to continue to make improvements to all aspects of the Trading Post.

Collaboration:

- Work collaboratively with the Camp Director to maintain ACA accreditation standards, as well as local and state regulations.
- Work collaboratively with the Camp Staff to develop and maintain program areas with new activities, programs and lessons for both Camp and Rentals.
- Work with the Camp Director in the purchasing of program area equipment/supplies for immediate needs, as well as long range planning program area purchases and rotational replacement purchases.
- Work collaboratively with Camp Staff to ensure inventories are maintained for all program supplies.
- Work collaboratively with PR Director to market, promote and share information about Rentals to build guest engagement on the property.
- Assign host responsibilities to other staff with the support and cooperation of all Managers.

Additional Duties:

- Represent WLF within professional organizations, committees and agencies.
- Collaborate with other staff in fundraisers and other events as assigned.
- Provide input and ideas as requested about the Strategic Plan and project lists.

Risk Management Duties:

- Assist with the overall risk management of WLF.
- Enforce all WLF policies and procedures to ensure written safety policies and procedures are being followed.
- Report to the Executive Director any situations that endangers campers, guests, staff or the reputation of WLF.

Budgetary Duties:

- Create, manage and revise the Rentals budget with the assistance of the Executive Director.
- Create, manage and revise the Trading Post budget with the assistance of the Executive Director.

Miscellaneous:

- Further the mission of WLF of Reaching, Touching and Improving Lives.
- All other duties as assigned.