



Camp Director

The Camp Director is the visionary member of the leadership team. They set the tone and implement the camp mission into action. This person oversees the day-to-day of camp operations while establishing and maintaining positive and professional relationships with clients, staff, alumni and the Board of Directors.

Qualifications

- Ideally completed a post-secondary diploma or degree.
- A minimum of 2 years of Senior Leadership Experience, ideally in a camp or recreation setting.
- Ability to work independently and collaboratively to effectively plan and organize the operations of the camp.
- Demonstrate positive leadership attributes, time management and organizational skills.
- Willingness to participate in Alberta Camping Association events, conferences, and opportunities.
- Ability to establish and maintain a network within the community to enhance programs at Camp Tamarack.

Certifications

- Able to complete a Criminal Record Check with Vulnerable Persons Search and obtain a clear Child Welfare Check.
- Have valid Standard First Aid and CPR-C Certificates, or willing to obtain.
- Preferred Alberta Class 2 Driver's License, Recommended Alberta Class 4 driver's license, or willing to obtain.
- Preferred: Adventure Course Challenge Technologies (ACCT) Level 2, Recommended ACCT Level 1.

Responsibilities include:

- Marketing and Social Media
 - Find local opportunities to develop new relationships with new clients.
 - Connect with local schools to share information about camp, presentation style or in newsletters.
 - Maintain and manage social media pages (Facebook and Instagram).
 - Create and order appropriate print materials, as required.
- Human Resources
 - Hire a staff team, through online postings and job fairs, interview and on-board all staff.
 - Develop and implement a mission focused orientation and training week.
 - Create a framework that cultivates a culture of feedback, by observing peer culture.
- Public Relations
 - Effectively manage any positive or negative feedback received during the camping season in a timely manner, informing Board members of any exceptional issues.
 - Handles questions, problems, and concerns of parents/guardians before and during camp.
 - Registration
 - Using registration software to assist Camp Registrar with setting up registration and assisting families through the registration process.
- Programming
 - Summer Camp
 - Manage and maintain a professional work-place environment that caters to the abilities of all people.
 - Create opportunities for growth and development of staff and clients.
 - Determine and organize weekly themes, schedules, trips and special guests
 - Outdoor Education
 - Manage the on-going bookings and relationships with schools and youth groups
 - Develop new programs with education connections to market to school and youth groups
 - Attend annual local Teacher's Convention to speak to the purpose and importance of camp experiences.
 - Adventure Course



- Maintain all records and oversee the use of the Adventure Course (Zip Lines, Giant Swing, Climbing Wall, Low Ropes, and Initiative Elements).
- Liase with AdventureWorks Ltd. to organize training, inspection, and repairs.
- Facility Management
 - Communicate with the Treasurer, all rental opportunities.
 - Ensure the cleanliness of the overall camp space (buildings, grounds).
 - Provide opportunities for tours, Private Rentals, Outdoor Education, and potential Camp Families.
 - Communicate any facility concerns (maintenance and repairs) to the Board as they arise.
 - Manage and maintain a clean and effective kitchen team, that provides healthy, wholesome meals.
- Finance
 - Establish and work within a budget for the summer camp program and monitor income and expenditures on a regular basis.
 - Collect all camper fees and ensure they are delivered to the Treasurer.
 - Apply for appropriate and applicable grants to support the financial sustainability of the camp.

Salary: paid monthly, based on experience, 50% of health benefits available

Housing: Available on site, winterized log cabin.

Position: 6 - month Probationary Period, with potential for Full Time Employment.

Start Date: January/February 2022

Send Cover Letter and Resume to director@camptamarack.ca , including at least 2 professional references and 1 personal.