



Camp Cadicasu
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Camp Director

Position: Camp Director of Operations
Duration: December 31, 2018 - December 31, 2019
Location: Kananaskis & Calgary Area
Compensation: \$42,500 (plus performance-based bonus of \$2,500)

Camp Cadicasu is a traditional co-ed summer camp in Kananaskis Country, Alberta for children ages 8 – 15 years. Since 1930, we have been a haven for young people to experience the joys of summer, embrace camp values, make new friends and be supported by a talented staff team. Our priority is to give a sense of self-worth to every camper and staff member. You will become a part of our camp family and be surrounded by people who appreciate nature and love the outdoors. We provide in-depth training and focus on personal growth to ensure our staff are successful.

Job Description

Your responsibilities will include (but are not limited) to the following:

- Handle all communication with parents, rental groups, and schools.
- Monitor and reply to phone calls and emails with excellent customer service.
- Develop and launch new proprietary programs to increase off-season revenue.
- Coordinate off-season bookings, expand school programs, and help host groups.
- Execute marketing campaigns through social media platforms.
- Assist with staff recruitment, hiring, management, and logistics associated with staff.
- Organize and complete all administrative duties for summer and winter camps.
- Safeguard and offer support for all staff members.
- Maintain a high level of energy and enthusiasm no matter what the situation.
- Provide a caring and supportive environment where campers feel safe and secure.
- Model acceptable behaviour through a professional demeanour.

Required Qualifications

- University Degree in a Related Field
- 2.5 Years in Recreation Camp Management, Program Management, and / or Administration
- **Positive Attitude & Ability to Take Initiative**
- Criminal Reference Check with the Vulnerable Sector Search & Child Intervention Check
- Proficient in Microsoft Office & **Excellent Organizational Skills**

Assets

- Business degree, courses, training, and / or experience.
- Wilderness, primitive, outdoors, survival, or earth skills knowledge.
- Residential camp experience or community living.
- Out-tripping, camping, orienteering, and hiking background.
- The ability to work independently while being a team player.
- Problem-solving and critical thinking skills.

Apply

Please send a cover letter and resume (with email addresses for three previous supervisors) to heather@cadicasu.com. Check out our website for more information about Camp Cadicasu to convince you that this is where you should be!