



## **CAREER POSTING – Sr. Manager – Camp Operations**

**Posting will remain open until Filled!**

### **About Us:**

Camp Jubilee boasting over 128 acres of oceanfront situated on the scenic Indian Arm. It is a water access camp facility located a short boat ride from Deep Cove, North Vancouver and welcomes over 8000 guests per year. A place to experience a truly West Coast adventure all within a short distance of Vancouver. Camp Jubilee offers a range of outdoor activities including Outdoor School Programs, Rental Retreats, Day Trips, Summer Camps and Leadership Programs.

### **Sr. Manager – Camp Operations**

The Sr. - Camp Operations is the senior on-site staff person providing support, mentoring, supervision and direction to all camp-based functions. The Senior Manager - Camp Operations leads a team of 3 full time managers (Program Manager, Facility Manager and Food Services Manager) complimented by 60 seasonal staff and volunteers:

The successful candidate will be an experienced entrepreneurial, and visionary camp professional who brings successful and recent experience as a proven leader, collaborator, program developer and facility champion.

This is a full-time position with onsite staff accommodation provided,

### **Accountability:**

The Sr. Manager - Camp Operations reports to the General Manager.

### **Education and Experience**

- Minimum of 5+ years senior management and leadership experience.
- Recent and successful experience managing a similarly sized operation.
- Relevant education in business, camping and/or social services sector is preferred.
- Clear Criminal Record Check (including Vulnerable Sector Search).
- Strong experience and demonstrated success in human resources, financial management, program development, facility management, safety and security, food service operations, sales and funds development.
- Excellent written and verbal communication skills including above average comfort with computers and the ability to write reports, proposals etc.
- Valid class 5 drivers license and access to a personal vehicle.

### **Preferred Certifications (Or Willing to Obtain)**

- Advanced First Aid (OFA 3)
- Passenger Boat Operator (SVOP, MED, VHF)
- Small Water Systems Cert
- ACCT Level 2 or Equivalent
- Kayak/Canoe Instructor Certification

## **Responsibilities:**

### Supervision, Planning and Implementation:

- Implements policies, procedures and strategic direction
- Develops plans for regular improvements in all areas
- Supervises, mentors and motivates senior department staff
- Works to support funds development and alumni activities
- Works collaboratively to support non-camp-based areas including Guest Transportation Services, Sales and Marketing and Accounting

### Financial Management:

- In collaboration, plans and implements solid financial management practices
- Develops and monitors budget for the camp-based operations
- In collaboration, develops long-term fund raising/alumni strategies

### Employee Development and Management

- Implements human resource management practices to recruit and retain staff
- Supports managers responsible for employee schedules
- Monitors/ tracks hours/days worked, coding and submitting payroll for employees
- Ensures employees follow all policies and procedures outlined in Camp Jubilee Policy Manual
- Leads, mentors, coaches, and develops employee engagement

### Safety and Risk Management

- Implements policy and ongoing training as mandated by the General Manager
- Maintains an intimate knowledge of the following safety plans: Risk Management, Crisis Management, Emergency Evacuation, and Emergency Procedures
- Ensures that employees are well oriented and trained in all areas of safety and risk management
- Plans, coordinates and/or instructs regular staff training upgrading to ensure safety and risk management plans are implemented

### Planning, Development and Management

- Supports the development of all programs and services
- Ensures programs and services meet and exceed BCCA and all other relevant standards
- Oversees and directs all camp logistics
- Researches new theories in Outdoor Education and Experiential Learning

### Site Management and Development

- Works with facility staff to ensure a well maintained, safe and attractive facility
- Develops short- and long-term work plans
- Ensures general cleanliness (i.e. buildings, grounds, program areas, staff areas).
- Assists with planning upgrades to site
- Assists in developing new ideas for site

\*Handles other duties as assigned by the General Manager.

## **Competencies**

**Entrepreneurial Leadership** – Is able to manage through an entrepreneurial lense to consistently look for opportunities to improve the financial viability while ensuring long term sustainability.

**Communications** - Is able to communicate clearly with succinctly in a variety of settings and styles; can get messages across that have the desired effect.

**Customer Focus** - Is dedicated to exceeding the expectations and requirements of both employees and guests; uses first-hand guest information for improvements in products and services; acts with guests in mind; establishes and maintains effective relationships with employees and guests and gains their trust and respect.

**Decision Quality** - Makes good decisions based upon a combination of analysis, wisdom, experience, and judgment; sought out by others for advice and solutions.

**Initiative** - Takes a proactive approach and is persistent and solution-oriented in overcoming difficulties or issues.

**Interpersonal Skills** – Communicates clearly, is able to build rapport, uses diplomacy and tact, and consistently practices active listening.

**Problem Solving** - Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers.

**Team Building** – Demonstrates strong collaboration and team building skills with a track record of building strong, enduring relationships at all levels.

**Time Management** – Able to effectively prioritize to produce timely, high quality results.

## **Salary and Benefits:**

The annual salary will be commensurate with experience but is anticipated to be in the range of \$ 58,000 - \$ 68,000 per year plus:

- Extended Health Care Allowance
- RRSP Contribution
- Annual Performance Bonus
- Cell Phone Allowance
- 4 Weeks Paid Holidays

## **For more information or to apply please contact:**

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