



Camp Director

The Camp Director is the visionary member of the leadership team. The person in this position implements the camp mission into day-to-day operations. This person is the face of Camp Tamarack in the community and is responsible for establishing and maintaining positive and professional relationships with clients, staff, alumni and the Board of Directors.

Qualifications

- A post-secondary diploma or degree.
- A minimum of 2 years of senior leadership experience in a camp or in a recreation setting; or 4 years senior leadership experience in a setting where comparable skills can be acquired.
- 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.
- Proficient with Windows operating systems, Microsoft Office 365 and digital meetings.

Certifications

- Complete a Criminal Record Check with Vulnerable Persons Search and obtain a clear Child Welfare Check.
- Certified in Standard First Aid and CPR-C, or willing to obtain certification.
- 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 relationships with new clients.
 - Connect with local schools to share information about camp via in-person presentations or in written newsletters.
 - Maintain and manage social media pages (Facebook and Instagram).
 - Create and order appropriate print materials, as needed.
 - Maintain a seasonal digital newsletter.
- Human Resources
 - Recruit a staff team via online postings and job fairs and interview and on-board all staff.
 - Develop and implement a mission-focused orientation and training week.
 - Cultivate a culture of feedback by creating a framework based on peer review.
- 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.
 - Respond to questions, problems, and concerns of parents/guardians before and during camp.
 - Registration
 - Use 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).
 - Liaise with AdventureWorks Ltd. to organize training, inspection, and repairs.
- Facility Management
 - Communicate with the Treasurer about 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, nutritionally-balanced meals.
- Finance
 - Establish and work within a budget for the summer camp program and monitor income and expenditures on an ongoing 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 – to be discussed, based on experience, 50% health benefits effective immediately.

Housing – a small log cabin available, with private laundry and full kitchen.

To apply please email a pdf copy of your resume and a letter of intent to director@camptamarack.ca