



### **Career Posting: Camp Director/Operations Manager**

#### **The Opportunity:**

Indian Arm Management Services Ltd as the Manager of Camp Jubilee is looking for an experienced, enthusiastic, and entrepreneurial Camp Director/Operations Manager to join our team. The successful candidate will manage a busy camp and conference centre located in North Vancouver, British Columbia. In this role, you will manage all aspects of the camp operations including Program Services, Food Services, Facility Services, Maintenance, Janitorial, Housekeeping, and Guest Transportation Services.

You will be the lead staff person managing, growing, and developing our camp operations. You will also act as an advisor and key senior staff person, while we grow our camp, marine, and lodging services. The successful candidate will be a career focussed professional looking for growth opportunities. An option may exist for the right candidate to become a partner/owner of the management company in the future.

#### **About Camp Jubilee:**

Camp Jubilee good market share and support from schools, rental groups, summer camp families, community agencies and various partner groups. The Camp Director/Operations Manager will supervise other senior staff including the Outdoor School Coordinator, Summer Camps Coordinator, Kitchen Coordinator and Maintenance Coordinator.

This position requires a strong leader, who can get up each morning excited about the challenge of living, working, and playing in a semi remote outdoor centre environment. You are a roll-up your sleeves type of leader, a highly creative problem solver who is very organized, and can also think on your feet to solve challenges. Your approach to leadership ensures that all staff and guests feel valued and supported. You have above average communication and conflict resolution skills with demonstrated success in building strong and healthy staff teams. You highly value the experience provided to camp guests and work tirelessly to exceed customer expectations. You model enthusiasm, respect, and professionalism always.

#### **Salary and Benefits:**

Salary range is \$ 62,400 - \$ 72,800 + 4 weeks paid vacation, performance bonus, RRSP, medical/dental contribution, and complementary on-site housing. Partnership opportunities may be available for the ideal candidate.

#### **Qualifications:**

*A college degree and a minimum of 5 years management experience with a camp or tourism environment. Additional experience with programming and administering programs that reflect the camp's population is preferred. Preferred candidates will have or be willing to obtain the following:*

- *High Ropes Level 2*
- *Small Vessel Operator Proficiency (SVOP)*
- *Advanced First Aid*
- *Clear Criminal Records Search*

## **Responsibilities:**

### **Supervision, Planning, and Implementation:**

- Implement policies, procedures, and strategic direction
- Develops plans for regular improvements in all areas in conjunction with other supervisory staff
- Supervises, mentors, and motivates senior department staff
- Works in partnership with office staff to support funds development and alumni activities
- Support non camp based areas including Transportation, Sales, and Marketing, and Accounting

### **Financial Management:**

- Works to plan and implement solid financial management practices to allow for adequate annual funding and meet long-term goals
- Develop and monitor budget for camp-based operations
- Works to develop and design long-term fund-raising strategies

### **Staff Development and Management:**

- Implement human resource practices to recruit and retain seasonal and year-round staff
- Recruit staff based on camper enrollment and program management requirements
- Develops and refines, when necessary, job descriptions, roles, and qualification standards
- Ensures staff are following all policies and procedures outlined in Staff Manual
- Ensures staff are compliant with health and safety policies and regulations
- Monitors and builds morale of staff by mentoring, supporting, and directing staff

### **Safety and Risk Management:**

- Implements policy and on-going training
- Know and work intimately with the following safety plans: Risk Management, Crisis Management, Emergency Evacuation, and Emergency Procedures
- Ensures that staff are well orientated and trained in all areas of safety and risk management
- Plans, coordinates and/or instructs regular (minimum monthly) staff training upgrading to ensure safety and risk management plans are implemented

### **Planning, Development and Management:**

- Maintains and develops all programs and services
- Ensures programs and services meet and exceed BCCA and all other relevant standards
- Oversees and directs all logistics
- Creates and modifies all programs, food service and facility plan
- Oversees the maintenance of equipment and equipment inventory
- Keep up to date and implement relevant developments in outdoor education
- Responsible for all upgrades, improvements, and changes made to programs or facilities

### **Site Management and Development:**

- Responsible for directing general cleanliness (i.e., buildings, grounds, program areas, staff areas)
- Responsible for recording deficiencies and damages to site
- Help with planning upgrades to site
- Aids in developing new ideas for site

### **Communications:**

- Responsible for communication between all staff and staffing areas on site
- Responsible for upkeep and signing off on record keeping and ensuring all staff are keeping current with their record keeping (ie logs, accident reports, incident reports)
- Developing and maintaining professional, warm relationships with all guests
- Working with the camp office to ensure the guests needs will be met prior to their arrival

**To Apply:** Submit a resume to [duckworth@campjubilee.ca](mailto:duckworth@campjubilee.ca)