Camp Cadicasu
Box 1251, 7620 Elbow Dr. SW
Calgary, AB T2V 1K2

(403) 888-8124 • info@cadicasu.com
www.cadicasu.com

Position: Site Manager
Reports To: Executive Director
Location: Kananaskis, Alberta

Camp Cadicasu is seeking our next amazing Site Manager! This position is a full-time, year-round position. The Site Manager will join a dedicated team of camp and youth development professionals committed to changing the lives of our campers and staff.

Founded in 1930, Camp Cadicasu is a traditional co-ed summer camp and event facility in Kananaskis Country for children ages 8 – 15 years. The camp is just 45 minutes from Calgary, 30 minutes from Cochrane, 40 minutes from Canmore, and 1 hour from Banff. We are a haven for young people to experience the outdoors, learn earth skills, and make new friends. Our mission is to increase confidence, inspire purpose-driven lives, and deepen spirituality for people of all different faiths. We empower journeys of personal development toward a sustainable future with strong communities through nature connection and environmental stewardship.

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 the wilderness. We provide in-depth training and focus on individual growth to ensure success.

Position Purpose

Covering a wide range of duties, the Site Manager does what needs to be done to give our campers, staff, rental groups, event participants, and school students the most amazing camp experience possible **with exceptional customer service**. **This role is dynamic, demanding, and constantly evolving.** We are seeking applicants who are enthusiastic, hard-working, dedicated, adaptable, kind, self-motivated, and most importantly honest. The ideal candidate is one who wants to be immersed in a rewarding, challenging, and high-energy environment.

The Site Manager works closely with the Camp Director in achieving the responsibilities listed the following categories: Leadership, Human Resources, and Program.

Job Description

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

Facility Management - Main Responsibilities

- Organize and direct site and facility operations and manage building systems effectively.
- Upkeep the camp facilities in excellent working order and ensure the property is secure.
- Complete action items dictated by the Executive Director on time and adequately.
- Safely and properly use hand tools (i.e., axe) and power tools (i.e., chainsaw).
- Perform manual labour, chop wood, clean facility, and execute minor repairs.
- Keep an inventory of all camp supplies, organize them, and purchase as required.
- Communicate with tradespeople to coordinate repairs and renovations.
- Conduct a yearly physical audit of facilities and note recommended improvements.
- Oversee capital replacement needs (planned maintenance and capital renewal strategy).
- Modify and complete daily, weekly, and monthly maintenance tasks on schedule.
- Maintain records and inspections as required by law and sound maintenance practice.

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Health & Safety – Main Responsibilities

- Ensure the camp is clean to the highest standards possible meeting all requirements.
- Monitor staff and enforce health and safety procedures to be followed.
- Review and implement an overall Risk Management plan.
- Manage the kitchen and infirmary, as well as supervise the Cook and Medic.
- Satisfy compliance with all fire safety codes for operations and facilities.
- Stay current with health and safety guidelines and follow most recent recommendations.

Leadership – Secondary / Shared Responsibilities

- Lead the strategic vision of the camps and off-season programs.
- Act as a positive role model for campers and staff through your demeanour.
- Create a safe space for people of all different backgrounds to feel safe and welcome.
- Teach gratitude and pass on an appreciation of the natural world.
- Model respect and caretaking of yourself, others, the earth, and our facility.
- Represent Camp Cadicasu positively and professionally at all times.
- Maintain a spiritual practice with a foundation of being kind to others.
- Build relationships with stakeholders, the local community, and other camp professionals.
- Sustain a state of awareness to safeguard and protect the camp community and guests.

Human Resources – Secondary / Shared Responsibilities

- Foster a work environment that lends to personal and professional development.
- Assist with interviews and attend job fairs to build a qualified and dedicated team.
- Collaborate with the full-time team in training the senior staff leadership team.
- Prepare and facilitate thorough and extensive staff training (including off-season staff).
- Supervise staff to ensure they adhere to camp's policies and procedures.
- Lead staff meetings that highlight positive behaviour and present tips for improvement.
- Provide consistent leadership to camp staff through training, feedback, and coaching.
- Offer support for all staff members without prejudice and preserve their dignity.
- Cultivate and strengthen meaningful relationships with staff and staff alumni.
- Attend monthly meetings for full-time staff and offer insight into improving the camp.

Program – Secondary / Shared Responsibilities

- Oversee and coordinate camps, events, school programs, and camp activities offered.
- Align all programs with the mission and Vision of Camp Cadicasu.
- Meet the needs and surpass expectations of campers and / or participants.
- Host rental groups and deliver camp activities to schools and user groups.
- Design and launch proprietary events to increase off-season revenue.
- Ensure all programs comply with the Alberta Camping Association Standards.
- Plan and implement Open House Day and other community events.
- 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.
- Respond to operational emergencies and urgent unscheduled needs of guests.

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Requirements & Compensation

Qualifications

- University Degree in a Related Field or 4 Years of Post-Secondary Experience / Education
- 3 Years in Recreation Camp or Program Management, and / or Administration
- Criminal Reference Check with the Vulnerable Sector Search & Child Intervention Check
- Class 4 Driver's Licence (or willingness to acquire) & Clean Driver's Abstract
- 80 Hour Wilderness First Aid (or willingness to acquire)
- Alberta Food Safety Certificate (or willingness to acquire)
- Reliable 4x4 Vehicle to Access Camp in Winter (or willingness to acquire)

Essential Skills

- **Positive Attitude** and **Comfortable with FEMALE Leadership**
- Ability to Work Irregular Hours (evenings & weekends) and **Live On-site During Programs**
- Possess Physical and Mental Strength and Endurance to Work Long Days
- Meticulous Attention to Detail and Adherence to Deadlines
- Exceptional Verbal and Written Communication and Customer Service Skills
- High Emotional Intelligence Competencies
- Capacity to Work in Various Weather Conditions in a Rural Camp Setting
- Superior Time-Management and **Excellent Organizational Skills**
- Personal Computer, Proficiency in Microsoft Office and Strong Computer Literacy
- Well-Developed Interpersonal and Relationship-Building Skills
- **Capable of Working as Part of a Team** and Independently
- Flexibility to Adapt to Shifting Priorities and Ability to Take Initiative
- Problem-Solving, Critical Thinking, and Analytical Skills
- Willingness to Learn and a **High Level of Integrity**

Assets

- Trades Background and / or Education Degree, Courses, and Training
- Wilderness, Primitive, Outdoor, Survival, or Earth Skills Knowledge
- Residential Camp Experience or Community Living
- Out-tripping, Camping, Orienteering, and Hiking background

Compensation & Benefits

- $42,500 Annual Salary (plus performance-based bonus of $2,500)
- $2,000 Training Budget (for personal and professional development)
- On-site Accommodations (not deducted from the salary)
- Four Weeks of Paid Vacation per Year (in addition to Statutory Holidays)

Apply

Please send a cover letter addressed to Heather O'Neill and resume (with email addresses for three previous employers / supervisors) to heather@cadicasu.com. Check out our website for more information about camp. Thank you for your interest in this position. Successful candidates will be contacted for an interview.