



**Camp Cadicasu**

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**Position:** Camp Operations Director  
**Reports To:** Executive Director  
**Location:** Kananaskis, Alberta & Remote

## POSITION OVERVIEW

This is a full-time year-round position with an on-site residency during May, June, July, and August. The remaining part of the year, the successful applicant can work remotely from the region but must be available to go to the Camp in Kananaskis on an as needed basis and be onsite for all off-season events.

The Camp Operations Director manages our summer programs and recreational programming from September to June. This role is dynamic, demanding, and constantly evolving. We value people 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.

## ABOUT CADICASU

Founded in 1930, Camp Cadicasu is a year-round outdoor education centre in Kananaskis. We are a haven for young people to experience the outdoors, learn earth skills, and make new friends. Our high self-imposed standards of success for both camp and recreational programs have earned us high accolades both locally and internationally.

Diversity and equity are at the core of who we are. Camp Cadicasu is a safe space for people regardless of socio-economic status, religious background, ethnicity, gender, race, and sexual orientation. 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.

## JOB DESCRIPTION

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

### Strategic Vision

- Assist in the development and execution the Camp's strategic vision.
- Complete an annual audit of all camp programs assessing quality and financial return to determine which programs continue with intention and purpose.
- Develop new summer programs, as well as off-season programs and events that align with the Camp's mission and vision to increase revenue.
- Assess market competitions and comparisons to present at strategic planning sessions.

### Financial Management

- Assist in preparing the annual operating budget, specifically program related amounts.

- Manage the following budgets: Health & Safety, Off-Season Camps, Outdoor Education, Summer Supplies, Summer Food, Off-Season Camps Food, and Events.
- Upload expenses and receipts in DEXT. Mail original receipts to the camp address.
- Submit purchase requests to the Executive Director.
- Act as a secondary contact with banks, the auditors, and Treasurer of the board.

## **Marketing**

- Execute marketing materials that promote all programs.
- Create and post content on social media channels.
- Compile pictures of our weekly programs, prepare videos, and publish them online.
- Establish a photo and video library to draw on for marketing and fundraising purposes.
- Prepare or oversee creation of the annual staff video.
- Monitor and update the website monthly.

## **Human Resources**

- Foster an effective work environment that lends to personal development.
- Recruit and hire seasonal staff to build a qualified and dedicated team.
- Attend camp fairs and other events to promote camp and reach potential participants.
- Organize sufficient staff for rental and school groups. Show up to assist if needed.
- Organize sufficient staff for off-season programs and events. Be there to lead.
- Conduct interviews and call references for applicants in key senior staff positions.
- Collaborate with the Executive Director in training seasonal staff and the Site Manager.
- Supervise staff to ensure they adhere to camp's policies and procedures.
- Lead staff meetings that highlight positive behaviour and include tips for improvement.
- Complete work experience forms and communicate with school liaisons.
- Write and respond to staff reference requests truthfully and accurately.
- 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 alumni.
- Attend bi-weekly meetings for full-time staff and offer insight into improving the camp.

## **Program**

- Oversee and coordinate camps, events, school programs, and camp activities offered.
- Outline and train staff to deliver camp activities to schools and user groups.
- Lead proprietary events and Duke of Edinburgh adventure journeys.
- Review and update staff policies, manuals, awards, and job descriptions/outlines.
- Develop an evaluation matrix for all programs that provides useful statistics. Collect and analyze data using these camper, rental, and event feedback forms.
- Ensure all programs comply with the Alberta Camping Association Standards.
- Coordinate ACA Accreditation visits and attend annual conference.
- 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.

## **Administration**

- Oversee all administrative duties pertaining to camp programs, campers, and staff.
- Plan and coordinate all schedules for camp programs (including events).
- Maintain accurate staff files and manage all logistics associated with staff.

- Ensure camper, staff, and participant incident reports are recorded in CampBrain.
- Submit food and merchandise orders with our approved vendors.
- Collect and analyze camper and staff feedback / statistics to improve programs.
- Provide details to the Executive Director to include in the annual report and newsletters.

### **Camping Industry**

- Act as the secondary liaison with the Alberta Camping Association (ACA).
- Attend the ACA conference.

## **REQUIREMENTS**

### **Qualifications**

- University Degree in Related Field (e.g., Business, Finance, and / or Education)
- 3 Yrs. in Recreation Camp Management, Program Management, and / or Administration
- Proven Leadership in an Overnight Camp Setting
- 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**

- Ability to Work Irregular Hours and Live On-site (June, July, and August)
- 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
- Positive Attitude and Ability to Take Initiative
- Flexibility to Adapt to Shifting Priorities
- Problem-Solving, Critical Thinking, and Analytical Skills
- Willingness to Learn and a High Level of Integrity

### **Assets**

- Wilderness, Primitive, Outdoor, Survival, or Earth Skills Knowledge
- Residential Camp Experience or Community Living
- Out-tripping, Camping, Orienteering, and Hiking background

## **APPLICATION**

Please forward your cover letter, resume, and three professional references via email to: [margie@cadicasu.com](mailto:margie@cadicasu.com) and [heather@cadicasu.com](mailto:heather@cadicasu.com). Hiring is ongoing until a suitable candidate is selected. Only those chosen for an interview will be contacted. Applications which are not complete and / or do not meet the above requirements will not be considered.