

Position: Executive Director

Reports To: Board of Directors (Direct Supervisor: President of the Board)

Location: Kananaskis, Alberta & Remote

POSITION OVERVIEW

This is a full-time year-round position with an on-site residency during June, July, and August in a private cabin. 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.

The Executive Director oversees all finances, marketing, IT, HR, and communications. They are the primary contact that works with the Board of Directors on strategic vision while fostering positive relationships with campers, families, staff, donors, and sponsors.

The summer programs will be managed and supervised in tandem with the Camp Operations Director, who will report to the Executive Director on strategic vision and operating business fiscal decisions related to summer camp staffing and program costs. 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

- Develop and execute the Camp's strategic vision with the Board of Directors.
- Lead business strategy development and implementation aligned with the Camp's mission.

Financial Management

- Provide quarterly a quarterly variance analyses and cash forecasts.

- Develop and manage the annual operating and capital budgets.
- Supervise the Bookkeeper and review QuickBooks monthly.
- Be a primary contact with banks, the auditors, and Treasurer of the board.
- Conduct year-end financial reviews to determine direction for the following year.
- Review and approve purchases and submitted expenses in DEXT.
- Manage payroll for all staff (both full-time and seasonal).
- Review and approve accounts payable.
- Manage and approve applications for the Campership Program.

Marketing

- Prepare marketing materials to promote all programs.
- Design and send newsletter to our mailings lists and stakeholders.
- Manage contact databases (campers, parents, staff, staff alumni, and alumni).
- Maintain the Camp's online presence, including web design and updates.
- Develop social media campaigns to broaden reach and increase impact.
- Design and order staff and camper clothing, as well as merchandise for sale.

Human Resources

- Develop and post all staff job descriptions.
- Draft and send employment agreements for all staff members.
- Guide staff recruitment efforts both online and in-person, including interviews.
- Hire and train full-time staff team.
- Conduct quarterly performance evaluations for full-time staff members.
- Lead staff training, along with the Camp Operations Director, for the summer team.
- Review and approve staff vacation days and time-off requests.
- Coordinate work permits with Camp Canada for all international staff.
- Review and update staff policies and manuals.
- Set up the Staff Module in CampBrain and webpage for staff onboarding.
- Oversee the staff information collecting process and check all references.
- Write reference letters for current and past staff.
- Lead full-time staff meetings throughout the year and during the summer.

Administration

- Design a template and prepare a detailed annual report.
- Create board meeting presentations.
- Renew necessary licenses, memberships, permits, leases, and insurance policies.

Facilities Management

- Oversee camp renovations, significant repairs, and facility improvements.
- Liaise with the Camp Operations Director to assess the cost of facility upkeep and safety.

Information Technology

- Manage all IT needs for the organization.
- Configure registration software for all programs and monitor registrations.
- Set-up and manage employee email accounts.

Fund Development

- Find, write, and submit grant applications to the government and private foundations.
- Develop an annual fundraising campaign and prepare relevant materials / processes.

- Create corporate sponsorship packages and secure sponsors.
- Manage donor appreciation campaigns.
- Work with the Camp Operations Director to evaluate and develop off-season programs.

Camping Industry

- Act as a primary 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)
- 5 Yrs. in Recreation Camp Management, Program Management, and / or Administration
- Proven Leadership in a Non-profit and /or Camp Setting
- Strong Financial Acumen and Budget Management Skills
- 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 and 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.