

**Position:** Camp Office Manager

**Duration:** Sunday, June 7 – Sunday, August 30 (12 weeks)

**Compensation (base):** \$800 / week + room & board

Camp Cadicasu is an outdoor education center in Kananaskis Country, Alberta for children ages 7 – 16 years. Since 1930, we have been a haven for people to experience the joys of summer and make new friends. Our mission is to increase confidence, inspire purpose-driven lives, and build resilience through transformative wilderness experiences. You will become a part of our camp family. We provide in-depth training and focus on personal growth to achieve success.

## Position Summary

The Camp Office Manager oversees the daily operations of Camp Cadicasu's Administrative and Office operations, ensuring a seamless and exciting experience for campers and staff alike. Prior to each camp week, the Camp Office Manager will oversee camper rosters, collaborate with the Camp Cadicasu Admin Team on cabin assignments, and coordinate admin/finance related camper/parent communications. They will work closely with the Camp Sr. Staff to create responsive office administrative functions.

Camp office Manager will also supervise directly assigned Sr. Staff and/or Cabin Leaders in cooperation with the other Admin Team members as well as assist and support Executive Director in overall operations of the organization.

Once camp is underway, the Camp Office Manager supports office administrative and fiscal functions as well as stepping in wherever needed. Additional duties include managing and/or verifying camper attendance and pick-up/drop-off details, and maintaining open communication with parents.

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

- Understand and Prepare for Camp Needs: Become thoroughly familiar with the expectations for both parents and campers. Assist with organizing and leading staff training workshops, ensuring Camp staff are prepared to meet the specific needs of campers and camp programming.
- Coach and Support Staff: Provide guidance, coaching, and feedback to staff throughout the week. Act as the main communication link between the Admin Team, Senior Staff, and Day Camp staff.
- Ensure seamless office operations:
  - Collaborate with other admin and Sr. Staff to create camper group assignments,
  - Ensure timely and efficient camper paperwork collection,
  - Communicate with parents regarding paperwork, payments, and other office related communications,
  - Manage camper registration software use and needs,
  - Oversee camp staff documentation collection (including staff online portal),

- Collaborate with the Executive Director in generating camper and staff reports and data.
- Assist in Evaluating and Developing Staff: assist in conducting staff evaluations, offering constructive feedback to help them grow and improve. Lead by example in upholding camp expectations and promoting a positive camp environment.
- Engage and Participate in Camp Life: Be an active presence throughout the camp day, participating in activities, meals, and ensuring visibility with both campers and staff. Lead or assist in activities as needed to support the camp experience.
- Ensure Smooth Operation: communicate office and administrative needs to the Executive Director.

### **Required Qualifications**

- Positive Attitude
- Criminal Reference Check (Vulnerable Sector Search)
- Minimum 21 Years of Age
- Standard First Aid and CPR-C (or willingness to acquire it before June 15, 2026)

### **Assets**

- Previous work in a summer camp administration setting.
- Residential camp experience or community living.
- The ability to work independently while being a team player.
- Problem-solving and critical thinking skills.

### **Apply**

Please apply through our application portal (<https://cadicasu.campbrainstaff.com>). Questions can be sent to [executivedirector@cadicasu.com](mailto:executivedirector@cadicasu.com).