

Camp Koolaree Manager 2024

Duties: This is a 12 month position, Full time May through September, Part time October through April. Requires onsite residence June through September (accommodation and meals included while onsite) and work at home the remainder of the year. Travel, evenings and weekends may be required. Responsibilities include camp administration, finance and fundraising, communications and marketing, supervision of seasonal paid staff and non-program volunteers (i.e. work party, kitchen, and special event volunteers), as well as hospitality and facility management. (See expanded description for more details.) This position is responsible to the Camp Koolaree Society Board of Directors.

Education and experience requirements: Must have experience working at an Accredited Children's Camp. Bachelors Degree in Recreation Management or related field. Sufficient work experience and demonstrated Camp Management skills will be considered in lieu of education.

Skills: Excellent communication and organizational skills, ability to work cooperatively with people of all ages, a passion for high quality summer camps, knowledge of facility management, knowledge of non-profit budget and finance, knowledge of Social Media and other communication tools, ability to uphold Camp Koolaree's Purpose Statement, Vision, and Values, valid Class five drivers license, Standard First Aid with CPR certificate or the ability to obtain one.

Additional desirable assets: knowledge of United Church of Canada (UCC) Camps and UCC Camping Standards, knowledge of BC Camping Association (BCCA) Camping Standards, experience using Customer Relationship Management (CRM) software, experience with Camp Registration systems, experience with camp kitchens, knowledge of capital campaigns and construction project oversight, experience organizing fund raising events, experience operating pleasure craft boats.

Salary range: Full Time \$3700 to \$4100/month May to September, Part Time \$1850 to \$2050/month October to April

Company description: Camp Koolaree is a Christian Camp owned by the United Church of Canada and operated by the Camp Koolaree Society. The purpose of Camp Koolaree is to Nurture relationships in the safety of creation, community, and spirit.

Our Vision:

- Space and opportunity for personal expression and growth.

- Meaningful connections with others & nature.
- Everlasting communities!

Our Values:

Affirming

Each person is affirmed for who they are and that they belong as a beloved part of our diverse camp community.

Simplicity

Intentionally understanding the limitations of our social and natural environment, we make informed, clear, and sustainable decisions.

Transformation

Nobody leaves camp the same as they arrived. Through connections to nature, healing relationships, and spiritual dialogue; where we experience personal and communal growth.

Fun

We offer a variety of inclusive, friendly activities & experiences.

Expanded Job Description:

Five Areas Responsibility of the Camp Manager. Areas 1 to 3 are more the focus of off-season work, while 4 and 5 are more the focus of the summer camp season, although there is overlap.

1. Administration

- Maintain a log of activities and submit to Staffing and Hiring Committee quarterly.
- Attend Camp Koolaree Board meetings and give regular reports.
- BCCA Accreditation and Reporting Coordination
- Attend Regional and National United Church Camping online meetings
- Assist President in compiling the Annual Report
- Work with Registrar to ensure smooth handling of all camper registrations/camperships.
- Receive and review volunteer applications and forward to the appropriate Camp Director(s).
- Inform Camp Directors on a regular basis of their camper registration numbers.
- Inform kitchen of special dietary needs of campers and staff.
- Inform those who need to know about other special needs and accommodations for medical and disabilities.
- Book Rental Group Reservations and other facility use such as Construction and Maintenance work parties, ensuring no schedule conflicts.
- Other duties as assigned by the Board.

2. Finance & Fundraising

- Assist Treasurer in preparing Annual Budget
 - Manage camp within the assigned budget.
 - Work with Communications and Fundraising Committee in fundraising campaigns, event planning, and grant applications and grant reporting.
 - Keep in regular contact with all donors in order to inform them of upcoming fundraisers, and projects completed at the Camp.
3. Communications and Marketing
- Work alongside the webmaster to keep the website up to date.
 - Manage Social Media accounts.
 - Respond or direct all emails and Canada Post mail in a timely manner.
 - Promote camp activities, programming, and job openings through a variety of media and events.
 - Represent the camp at community events as needed and coordinate volunteers to assist with information/activity tables.
 - Order all marketing materials for camping season.
4. Supervision of Paid and Volunteer Staff
- Work with Staffing Committee to maintain detailed Job descriptions for all paid staff: Groundsperson(s), Recreation Coordinator, Cook and Assistant Cook.
 - Supervise staff based on these job description and Camp Koolaree Policy Manuals.
 - Work with Program and Operations Committee and volunteer program staff to ensure all programming meets the Camp Koolaree Purpose, Vision, and Values statements, as well as BCCA and United Church accreditation standards.
 - Conduct regular evaluation interviews with paid staff that strengthens relationships and takes a positive tone about successes and areas for improvement.
 - Collect a daily log from all paid staff.
 - Supervise Head Cook during the Camping Season, and Event Cooks for all-inclusive rentals, including oversight of their menu planning, ordering food and kitchen supplies; maintaining costs within prescribed budget.
 - Facilitate good relationships between the Head Cook and Camp Directors that facilitates a smooth running of the Summer Program.
 - Maintain list of Event Cooks and Assistant Cooks and enlist services of needed personnel to meet the requirements of specific all-inclusive rentals.
 - Ensure all government regulations regarding health and safety protocols around food preparation, handling, storage and temperature are being followed.
 - Supervise Groundskeeper(s) and ensure that all their duties have been completed
 - Supervise any employees, volunteers or groups of volunteers assigned to property maintenance, camp rentals or food services areas of the camp. This would include organizing work parties and special projects.
 - Follow and formulate as needed, annual work plans and schedules for property

holdings of the camp.

5. Hospitality and Facility Management

- Live on-site from June until the end of rentals for the year, to ensure the well-being and security of camp property buildings and holdings.
- Order maintenance supplies (ensure that adequate supplies are kept on hand for the day to day running of the camp) and check deliveries, forwarding approved invoices to the Camp Treasurer or designee.
- Work with Boats and Maintenance Team and Groundskeepers to ensure proper upkeep and running of buildings, fixtures, and equipment.
- Make Recommendations to the Board for budgeting improvements, repairs and maintenance during the budget preparation period; outlining costs and details.
- Manage bookings and respond to inquiries for camp rentals.
- Welcome rental groups and conduct preliminary facility walk through as well a pre-departure walk through inspection with the rental group leadership to ensure that there is no damage or unusual disarray. Rental groups must be held accountable for agreed upon clean-up expectations.
- Ensure that post-departure custodial duties are completed prior to subsequent rentals.
- Maintain Log of rental groups contact information and data on numbers of campers. Dates and cost of rental and any special requirements they have.
- Collect deposits and fees from rentals and insure that a rental agreement is completed and signed off on, with additional documentation such as proof of insurance or waivers in place.
- Evict groups as necessary based upon group misrepresentation, failure to pay rental fees, destruction of property or breaking of camp rules.