



YWCA Edmonton
Job Posting

Camp Yowochas, located 80km west of Edmonton, Alberta, on Lake Wabamun, is now hiring for

Assistant Manager

This is a full time, year round position! Including Shared accommodation, partial board and a comprehensive benefits package

The Assistant Manager is responsible for planning and coordinating all outdoor education, weekend programs and summer camp alongside the program manager. Working under the direction of the Senior Manager, they will also assist in the hiring, managing, training and continuous improvement of staff. Alongside supporting in the promotion of Yowochas via social media.

The Assistant Manager works to understand and know our families and clients. They design experiences for them based on that understanding. These programs may be ones that already exist or the programs could be new ways for new people to access Camp Yowochas. In addition to developing new programs, the Assistant Manager develops relationships with new clients.

The Assistant Manager is proficient at delivering programs, and has a high level of understanding in all the program areas at Camp Yowochas. The Assistant Manager will collaboratively supervise a staff team of Outdoor Programmers and Summer Camp staff.

Qualifications Required:

- Proven supervisory skills (minimum one year, or two summers)
- 2 years program planning and delivery experience
- Experience with residential summer camp
- Current Standard First Aid and CPR
- National Lifeguard Service certification is an asset
- Degree or Diploma in Recreation Administration or a related field is an asset
- On site residence is a requirement of this position
- Hours of work will vary with registered programming

Note:

- On site residence is an option of this position, accordingly, room and partial board are provided.
- Evening and weekend work will be required
- All successful candidates are required to submit a Criminal Record Check and an Intervention Record Check from Alberta Children's Services.
- Applications will be accepted until the position is filled

How to Apply...

Send a cover letter and resume to:

Ben Jenkins, Senior Manager
b.jenkins@ywcaedm.org
Box 313 Fallis, Alberta T0E 0V0
780 892 2660