

## **Employment Opportunity**

### **Operations Manager, Camp Yowochas**

#### **Organization Overview:**

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

#### **About Camp Yowochas:**

Camp Yowochas is owned and operated by YWCA Edmonton and has been offering camping programs since 1916. Located in Fallis on the shores of Lake Wabamun, we offer year-round outdoor education, recreation, and leadership development opportunities to schools and youth groups from all over Alberta. During July and August, we operate our summer camp programs including day camps, overnight camps, and leadership programs.

#### **Job Summary:**

YWCA Edmonton is seeking an Operations Manager who is highly skilled and organized with hands-on technical capabilities to oversee the day-to-day maintenance operations of Camp Yowochas. This role ensures the camp runs safely, efficiently, and in alignment with YWCA Edmonton's commitment to community, inclusion, and empowerment.

The Operations Manager is responsible for site operations & logistics of camp facilities. They will be contributing directly to the upkeep and functionality of the camp's physical environment and responsible for the supervision of maintenance staff. This position requires excellent organizational skills, attention to detail, and strong customer service abilities to ensure a positive experience for campers, families, and community partners.

**Reports to:** Senior Manager, Camp Yowochas

#### **Key Responsibilities**

##### **Operations & Administration**

- Oversee daily operational logistics of camp programming and facilities
- Develop and maintain efficient administrative systems and processes (maintenance manual, procedures, checklists, etc.)
- Manage relevant purchasing, and inventory control
- Schedule and oversee annual maintenance inspections along with necessary testing procedures

##### **Facilities & Site Management**

- Ensure camp facilities, grounds, and equipment are safe, clean, and well-maintained
- Develop and oversee preventative maintenance systems
- Liaise with maintenance staff and external contractors

- Maintain workshop, water system, house, and garage inventory in an organized manner
- Support capital projects and infrastructure improvements
- Maintain accurate records of repairs and servicing of the physical plant

#### **Hands-on Maintenance Support**

- Perform and support groundskeeping and landscaping activities (winter and summer)
- Conduct basic repairs, cleaning, and general maintenance as required
- Apply basic carpentry, mechanical, painting, and renovation skills where needed
- Respond to urgent maintenance issues, including outside normal working hours in emergency situations as necessary
- Ensure all buildings and building systems remain safe and operational

#### **Staff Leadership & Coordination**

- Supervise and support maintenance and operations staff, including junior roles such as Maintenance Assistants
- Assist with recruitment, onboarding, and training of seasonal team members
- Foster a positive, inclusive, and collaborative work environment

#### **Health, Safety & Compliance**

- Ensure compliance with health, safety, and regulatory standards
- Support risk management planning and emergency preparedness
- Maintain safety documentation and site records

#### **Community & Stakeholder Relations**

- Collaborate with program teams, partners, and community groups
- Support a high standard of client service and inclusive camp experiences

#### **Qualifications**

- 3–5 years of experience in operations, facilities, or site management (camp or nonprofit experience is an asset)
- Post-secondary education in operations, facilities management, business administration, or a related field (or equivalent experience) is an asset
- Demonstrated experience with building maintenance, groundskeeping, or similar hands-on work
- Knowledge of or willingness to learn carpentry, mechanical, painting, and renovation skills
- Strong organizational, problem-solving, and leadership skills
- Experience managing operational systems
- Knowledge of health and safety standards
- Standard First Aid, CPR, and WHMIS certification are assets
- Valid driver's license and clean drivers abstract required
- Commitment to diversity, equity, and inclusion

#### **Working Conditions**

- Work is primarily based at Camp Yowochas
- Outdoor, physically active work year-round in a camp environment
- May require evening and weekend availability for emergencies
- Onsite presence is required; accommodation is available

**Employment Type:**

This is a full-time, on-site, position based at Camp Yowochas near Fallis, AB. The role requires attendance at camp five (5) days per week with evening and weekend work occasionally and as needed.

**Equal Opportunity Commitment:**

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

**Acknowledgment:**

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit, and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work, and play. We call upon our collective honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

**Compensation:**

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Accommodation on-site will be provided if necessary. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

**How to Apply:**

Please submit your cover letter and resume to [careers@ywcaedm.org](mailto:careers@ywcaedm.org).

**Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. This posting will remain open until a suitable candidate is found.**

