

Senior Manager Camp (Camp Yowochas) Full Time Year Round Permanent

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.

Job Summary:

Camp Yowochas is YWCA Edmonton's highly-regarded outdoor education centre and summer camp. Located on the beautiful shores of Wabamun Lake, Camp Yowochas has offered thousands of children, youth, and adults exceptional team building, leadership development, and environmental education for more than 100 years.

The Senior Camp Manager has the responsibility of managing the camp and its staff year-round at Camp Yowochas. The position reports to the Director of Finance & Operations at the YWCA Edmonton.

Responsibilities:

- Directly supervise all full-time staff, seasonal Summer Camp Directors and support staff in kitchen and maintenance departments
- Build a well-balanced, child-focused, qualified summer staff team, including recruitment, interviews, reference checks, and ensuring staff meet all the requirements of their role
- Train, coach, motivate, and monitor staff performance to ensure staff meet the expectations of their role and are achieving camp objectives
- Ensure visitor and parent expectations are met or exceeded during their camp experience, including registration, pre-camp communication, communication while camp is in session, and responding to inquiries in a timely manner
- Conduct regular visitor and parent satisfaction surveys
- Maintain membership and compliance with accrediting bodies, including Alberta Camping Association (ACA) and Paddle Alberta
- Maintain and build new relationships with key external stakeholders
- Work with YWCA Edmonton Director of Finance and Operations to develop budgets and manage revenue/expenses to meet financial targets
- Assist in developing and implementing long-term capital planning with members of the Leadership Team
- Maintain supply inventory, ensuring supplies are purchased within budget and invoices/receipts are submitted to the finance department on time
- Ensure administrative tasks are completed accurately and on time, including program set-up documents, hiring paperwork, payroll, staff scheduling, parent communication and surveys, accident & incident forms, YWCA visa reconciling, etc.
- Lead the camp team to ensure all camp areas are clean, organized and well maintained

- Be proactive regarding health & safety, risk management plans and any audit requirements
- Understand and adhere to the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services
- Integrate the importance and value of philanthropy and volunteerism among members, volunteers, donors and staff
- Create an environment of Inclusion, Diversity, Equity and Accessibility (IDEA) for all camp employees and camp users
- Other duties as assigned

Qualifications Required:

- Ability to lead, empower and motivate a staff team of young leaders
- Well developed interpersonal and relationship-building skills; ability to establish rapport with members, staff and volunteers
- Excellent written communication skills
- Proven ability to work constructively as a team member in a complex organizational setting
- Commitment to working in a socially inclusive environment responding with sensitivity and personal awareness to the diverse needs of members including visible and non-visible dimensions of diversity
- Must be flexible to work on days, evenings, weekends and holidays
- Post-secondary education in business, recreation, outdoor education, education, related field, or relevant comparable experience
- Minimum 3 years supervisory experience in the camping and outdoor recreation field
- Valid Class 5 License required
- Clear Intervention Record Check and Criminal Record Check with vulnerable sector (no more than six months old)
- Standard First Aid and Level C CPR certification from an Alberta OHS-approved training agency
- Hospitality experience considered an asset
- National Lifesaving Society (NLS) considered an asset
- Challenge Course Level 2 Facilitator considered an asset

Checks & Insurance:

- Able to provide a clear Criminal Record and Vulnerable Sector Check
- Able to provide a clear Youth Intervention Check

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.

At Camp Yowochas we also offer fully covered staff housing if needed for employees.

To Apply: Please submit your cover letter and resume to careers@ywcaedm.org