



Managing Director Job Posting

Organizational Information

Camp Couchiching is a registered charity in Canada focused on excellence in camping, fostering individual growth within an inclusive community. It is located in Longford Mills, Ontario on Lake Couchiching, with remote work environments from November to April. Originally focused on the summer overnight camping experiences for children and youth, Camp Couchiching has grown to also offer day camp, leadership training, community outreach programs, and outdoor education opportunities for children, families, school groups, community groups and adults throughout the year. Camp Couchiching has a strong commitment to provide fun and safe experiences for children and youth. We work to keep our community as a kind and friendly place and strive to be a collaborative and dynamic work environment.

Job Overview

The Managing Director has primary responsibility for Camp Couchiching's programs including our day and overnight summer camps, operations through our Spring/Fall Outdoor Centre, year-round programming through our Learning Centre. This role ensures that all aspects of the program and camper experience help the organization achieve its mission with the professional management of the full time staff and seasonal employees/volunteers. Our Managing Director will take on the management and implementation of most aspects of Camp which are considered a function of the operations like: program, management, facility, food, staffing, marketing, health and safety, administration and compliance once fully on-boarded.

This role works collaboratively with the Executive Director to ensure the priorities of the organization are being met. The Executive Director will retain the governance oversight, strategic work and board reporting. The Managing Director will report to the Executive Director.

Managerial Responsibility

Staff

- Supervision of the year-round employment roles of the Director of Learning and the Director of Administration
- Recruit and hire qualified seasonal program staff members within budget
- With your team, plan and implement Pre-Program onboarding training for all staff members
- Supervise (including providing performance feedback and coaching) and support seasonal staff members and ensure that all staff members are coached and supported by their supervisors. Create and support workplace accommodations as necessary including Return to Work planning.
- Leadership to ensure a high quality and legislatively compliant employment experience for staff members

Management

- Provide day-to-day management during our Summer operations (e.g. provide up-front leadership at meals and camp-wide programs, chair staff/management meetings, provide primary leadership during emergencies, oversee schedules) and ensure this dynamic supervision is in place for other Camp programs.
- Promote and ensure the safety and welfare of all people on site, with particular emphasis on camper safety
- Promote and ensure the Camp's culture, programs and experiences are high quality, fun and inclusive
- Ensure all facility and food service work is done in accordance with high standards for quality and safety within budget

Public Liaison

- Liaise throughout the year with families of program participants including communications through social media
- Manage camper health information as families register to ensure that our programs have the ability to serve participants with specific health care needs and considering privacy is maintained
- Promote and manage the Campership/subsidy program within budget
- Promote Camp programs to new families and for recruiting staff members

Policy Implementation

- Implement policies as established by the Board of Directors and/or Executive Director (e.g., information management, staff code of conduct). Identify when policies or guidelines need revision or re-consideration
- Work with seasonal staff members to manage camper behaviours and enforce behavioural expectations
- Support the Executive Director to ensure that Summer Camp programs meet Ontario Camps Association standards and legislative/regulatory requirements

Required Competencies

<p>Collaboration</p>	<ul style="list-style-type: none"> ● Coordinates work with others with effective communication and uptake of other people’s ideas ● Contributes to the development of strong teams in various roles ● Shares and understands that the dealings of the camp belong to the organization rather than themselves as an individual
<p>Communication</p>	<ul style="list-style-type: none"> ● Frequently and effectively addresses large groups of people, including full staff / full camp ● Develops rapport and changes tone as required by the situation
<p>Conflict Management</p>	<ul style="list-style-type: none"> ● Create and use structures that stop frustrations from arising ● Effectively intervenes as required to help community members to prevent and manage conflict
<p>Creativity</p>	<ul style="list-style-type: none"> ● Seeks and finds ways to ensure that programs and/or operations are innovative ● Develops new ideas to identify and solve problems
<p>Decision Making</p>	<ul style="list-style-type: none"> ● Makes many decisions in a wide range of situations, including during emergencies and in urgent situations
<p>Equity, Diversity & Inclusion</p>	<ul style="list-style-type: none"> ● Actively contributes to building a community where everyone feels welcome to belong if they choose to ● Works effectively with people with different abilities, ages, cultural and ethnic backgrounds, including visible and non-visible dimensions of diversity
<p>Focus on Children</p>	<ul style="list-style-type: none"> ● Puts children/youth at the centre of every aspect of the experience ● Enjoys interacting with children/youth as unique individuals
<p>Focus on Families</p>	<ul style="list-style-type: none"> ● Communicates effectively, frequently and professionally with parents/ guardians in support of camper experiences
<p>Joy & Positivity</p>	<ul style="list-style-type: none"> ● Approaches work positively, seeing problems as opportunities ● Ensures that everyone has opportunities for joy, fun and humour ● Ensures self-care and balance
<p>Leadership & Supervision</p>	<ul style="list-style-type: none"> ● Ensures employees and volunteers feel safe and appreciated in their roles ● Develops development plans for employees with coaching of strengths and ensuring performance meets or exceeds standards ● Navigates employment based crisis and issues in an equitable and fair manner ● Takes corrective action when staff members are not meeting job expectations while issues are new/small

Program Development	<ul style="list-style-type: none"> • Develops, implements and assesses relevant and accessible programs • Applies experiential education and/or a social enterprise model when appropriate • Applies creativity and innovative approaches to programming
Project Management	<ul style="list-style-type: none"> • Manages significant volumes of fast-moving information, ensuring information flows to people who need the information • Plans events and programs with significant focus of working ahead with projects that are known so there is time available to react to the unknown • Schedules other people in coordination with other schedules • Works within a budget
Safety Orientation	<ul style="list-style-type: none"> • Seeks and finds ways to ensure that all of the camp's sites, operations and activities are safe and meet adopted standards/guidelines of safe operation

Other Qualifications

- Post-secondary education in a related field
- More than five years of experience in a senior management role in a camping/recreation setting ideally within a non-profit or charitable setting
- Current recreational qualifications are assets (e.g. NLS, ORCKA, Challenge Course, etc.)
- Driver's licence and ability to clear an Ontario Driver's abstract
- Ability to fully clear a Vulnerable Sector Criminal Reference Check

Working Conditions

"Innovation" Season (Approximately November to April)

- Works remotely with only twice monthly requirements for at-camp visitation (e.g. a walk about or meeting)
- Generally works on a Monday-Friday 30 hours/week basis, with occasional weekend and evening work.
- Vacation time is encouraged in these months

"Operating" Season (Approximately May to October)

- Works and primarily lives onsite at the camp, with most work done outdoors in various weather situations. Works from Camp in Longford Mills more consistently in July and August than other operating months. Vacation is limited during these months.
- Frequent weekend and evening work, including being on call with an expectation of rapid ability to respond
- Moves around camp extensively and participates in program activities that carry personal risk
- Significant time spent standing and walking on 10 acres of property and uneven terrain
- Meals provided when available for guests or staff. Special dietary accommodations are available.

Compensation Considerations

- Your own living space on the Camp property available when the site is open from May to October. Cabin has private access, 2 bedrooms, a full kitchen and a full 4-piece private washroom.
- Meals and/or food provided for yourself and family members when available for groups or staff.
- Sole use of a company owned vehicle for work and personal use. The vehicle is used for Camp purposes when not being used by the Managing Director.
- Complimentary camp sessions for family members if ages are suitable for participation for up to 4 weeks of Camp.
- 4 paid weeks of vacation to start after the first 7 months. Will go to 6 weeks during the second year of employment. This is in addition to 2 weeks of an operational wide "shut down" over the winter holidays annually.
- Starting salary range \$75,000- \$78,000/year depending on experience.
- Employee benefits package coverage for individual and partner/family members after 3 months. This includes a wellness spending benefit.
- About a million pieces of camp merch within the first few years. We will deck you out!

Ideal start date on or before April 10, 2024

Please apply with a resume and cover letter to Jen Dundas, she/her, Executive Director, jen@campcouchiching.com as soon as possible.

We will begin reviewing resumes immediately and will follow up for interviews with people who have the experience and skills we are looking for.

Thank you for your consideration of this role and our organization.

We are grateful!