

### **The Opportunity**

#### **Our Mission**

At the Saint Malo Catholic Camps and as part of the Catholic School of Evangelization, our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years our camp ministry has served thousands of young people and helped lay a strong foundation of faith in their lives.

#### **Our Team**

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our camp ministry, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that working at camps is more than a job, but a calling to serve and to make an impact that will make a difference for generations to come.

#### **About The Role**

In a spirit of prayer and service, the Camp Director is responsible for overseeing the overall camp operation. They are the first point of contact for all parents, the general public, camp staff and volunteers. They look after all of the administrative details of the camps, and they are available through the camp program to assist wherever and whenever needed. Working DIRECTLY with the Head Counselor, they ensure that the summer camp program runs at its fullest potential and that all campers and staff are in the safest possible camp environment.

#### **Job Description**

- Create and follow a camp timeline
- Promote camps to schools, parishes and abroad with the goal of recruiting more camper families and camp staff
- Recruit, interview, and select camp staff and volunteers
- Ensure an appropriate number of staff and volunteers are available for every role through each week of camps
- Ensure that the best staff possible are recruited, and that we offer them the best standard of training possible
- Manage camper registration and payments
- Help to create and work within an approved budget
- Work collaboratively with the Camp Coordinator and Head Counselor daily
- Collaborate with the Staff Counselors on programming development
- Ensure the French portion of the programming is of the highest standard
- Always endeavor to improve the camp program
- Ensure good communication with SMCC benefactors and stakeholders, as well as with both

Archdioceses and all concerned ecclesiastical authorities

- Report to the Executive Director on a twice weekly basis at minimum
- Mitigate parental concerns, especially as they pertain to sensitive topics
- Troubleshoot any issues that may arise
- Manage all staff to ensure they are meeting their core responsibilities
- Act as the Safe Environment lead
- Ensure that all policies set forth by the SMCC and the Manitoba Camping Association are respected and enforced at all times
- Ensure that all camp activities and events abide by all related municipal, provincial and federal laws
- Ensure that the camp program portrays itself to the public in the best possible way, and ensuring that all staff and volunteers remain beyond reproach at all times
- Ensure that the overall camp program runs at its full potential, which includes any other responsibilities not listed above
- Other tasks as reasonably assigned

## **Requirements**

- Bilingual an asset (French and English, written and oral)
- Adult over 18 finished high school
- Post-secondary training in theology, youth ministry, or related field an asset
- Experience in Catholic youth ministry an asset
- Experience in administrative work an asset
- Proficient with basic computer skills (Excel, Word, Outlook, PowerPoint) required
- Ability to work 16hrs/wk from March 1st to May 31st, 2026 required
- Ability to work full time June 1st, 2026 through August 30th, 2026 required
- Class 5 driver's license an asset
- Clean criminal record check and not on the child abuse registry

## **Position Details**

- Position Starts March 1st, 2026 and ends August 30th, 2026
- \$18.00/hr.
- Free room and board when staying on site during camp season
- Full reimbursement for all approved work-related expenses
- Reimbursement for all mileage accrued for work-related travel

## **How to Apply**

All interested applicants are encouraged to apply as soon as possible. We will conduct interviews from now till early February, with the hopes of filling the position by March 1st. Please send your resume and cover letter to [director@catholicway.net](mailto:director@catholicway.net). Feel free to call us at 204-347-5396 if you have any questions about this role.