



St. Malo Catholic Camp Director

Start Date: April / May 2022	Title: St. Malo Catholic Camp (SMCC) Director
Work hours: 40 hours per week with flex time as defined in the CSE HR policies (April – August) Part-time hours (Sept – March)	Direct Supervisor: Catholic School of Evangelization (CSE) Executive Director
Salary: \$14 / hr, or as negotiated	Location: St. Malo, MB (CSE)

QUALIFICATIONS

- Demonstrated leadership and management skills
- Highly organized, takes initiative, works independently and problem solves creatively
- Enthusiastic, flexible with the ability to collaborate and delegate
- Working ability in both French and English is considered an asset

EDUCATION AND EXPERIENCE

- Non-profit experience or work in youth ministry considered an asset

JOB DESCRIPTION

In a spirit of prayer and service, the SMCC Director is responsible for the general management of the SMCC programs through the calendar year (main events are winter and summer camps, among others), including personnel management, program development, financial planning and accountability, promotions, and enforcing CSE and SMCC policies and procedures. They are the first point of contact for all camp stakeholders (including, but not limited to: parents, donors, clergy, supporters, campers, etc.). They are charged with ensuring that camp programs run at their fullest potential, and that all involved persons are always subject to the safest possible camp environment. The Camp Director will trail blaze new and innovative ways of allowing the camp programs to grow, and to continually better serve modern-day young people, with their evolving realities and needs. The Camp Director will have the responsibility of adapting the program, and will have the freedom to bring it to new heights. Under the purview and authority of the CSE Executive Director, the Camp Director is responsible for all camp programs.

Responsibilities include, but are not limited to, the following:

ADMINISTRATION:

- Develop and execute camp programs (winter and summer);
- Develop and organize the Discipleship Nights for year-round growth and development of staff, volunteers and community members;
- With the help from the Executive Director, recruit, hire, train and manage all staff and volunteers;

PROMOTION AND FUNDRAISING:

- Coordinate promotional campaigns to potential campers and staff;
- Coordinate fundraising campaigns and grant applications;

BUDGET AND TRAINING

- Create and work within the confines of a Board-approved budget;
- Oversee the creation of all camp and staff training programs;

COMMUNICATIONS AND PUBLIC RELATIONS

- Ensure that all CSE, SMCC, MCA (Manitoba Camping Association), and Archdiocese of Saint-Boniface policies, protocols and procedures, and that all relevant laws, are respected and enforced at all times;
- Be the first point of contact with the MCA, prepare for accreditation visits when needed, ensure proper communication with MCA staff;
- Build relationships with other camps and MCA;
- Ensure good communication with SMCC benefactors and stakeholders, as well as with both Archdioceses and all concerned ecclesiastical authorities;
- Mitigating parental concerns, calls, inquiries, etc.;
- Ensure that the camp program and the CSE are always represented in the best way possible to the general public. This includes consistently showing the qualities of professionalism, trustworthiness, hard work, integrity, and making every effort for all involved parties to remain beyond reproach at all times;
- Review and revise SMCC Policy and Procedures manual as needed;
- Be a resource person to all staff and volunteers during camps and also during the off-season;
- Organize, lead and recruit members for monthly Camp Advisory Committee meetings;
- Mitigate situations of conflict or that require discipline, which may arise during camp programs;
- Ensure that all camp programs as a whole are running at their fullest potential, and that each camper, volunteer and staff member is subject to the safest and best camp experience possible;
- Help out with other CSE events when needed;
- Other duties as reasonably requested.

BENEFITS:

- Full reimbursement for all pre-approved work-related expenses (original receipts must be provided, a reimbursement claim form must be filled and submitted on a timely basis);
- Reimbursement for all pre-approved work-related mileage as per the CSE mileage reimbursement policy;
- Flexible working hours and schedule;
- The CSE will cover the cost of pre-approved work-related training and professional development

BACKGROUND CHECKS AND CONDUCT EXPECTATIONS:

- The SMCC Director is expected to abide by the standards of conduct and other policies outlined in the SMCC Policy and Procedures Manual, as well as all other CSE, MCA policies, and other relevant laws;
- The SMCC Director will agree to submit a valid Criminal Record check and a Child Abuse Registry check;
- The SMCC Director is expected to successfully undergo the Safe Environment course provided by the Archdiocese of Saint-Boniface, and follow all Archdiocesan protocols