

Organization	Saint Malo Catholic Camps (SMCC), a ministry of the Catholic School of Evangelization
Location	St. Malo, Manitoba (with some work-from-home flexibility)
Employment type	Full-time, year-round, with on-call availability during camp seasons
Reports to	Board of Directors
Salary	\$55,000–\$70,000 per year, depending on experience

Our Mission

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

Our Team

We see camp work as more than a job. It is a calling to serve and to make a difference for generations to come. Our team is committed to excellence and to accountability to ourselves, to each other, and to God.

About the Role

In a spirit of prayer and service, the Camp Director leads the Saint Malo Catholic Camps year-round. The Director oversees programming, staff leadership and formation, registration, and on-site operations. They work closely with the Head Counselor and Core Team during camp, and with the Board, the Safe Environment lead, and the Camp Advisory Committee throughout the year.

Outside camp season, the Director focuses on program evaluation and planning, staff and volunteer recruitment and formation, training preparation, and building relationships with families, parishes, schools, and other camps.

Key Responsibilities

Program Leadership

- Create and follow the annual camp timeline.
- Lead program development and scheduling in collaboration with the Staff Counselors.
- Ensure the French programming is of the highest standard.
- Evaluate programs each year using camper and staff feedback, and continually improve the camp experience.
- Oversee daily camp operations, working closely with the Head Counselor and Core Team.

Staff Leadership and Formation

- Recruit, interview, and hire seasonal staff and volunteers, making sure every role is filled each week of camp.
- Recruit adult volunteers to be present and supporting on site during camps.
- Ensure staff receive high-quality training and spiritual formation that builds a culture of missionary discipleship.
- Manage staff performance, mediate conflicts, and uphold high standards of conduct.
- Coordinate weekly staff schedules with the Core Team.

Registration and Administration

- Manage camper registration and communicate with families.
- Work with IT volunteers to develop and fine-tune the registration system.

- Work with the finance lead on payment tracking.
- Develop and manage the annual camp budget in collaboration with the Board Treasurer.
- Ensure all grant filings are in order, working with grants volunteers.
- Approve camp purchases.
- Respond to general inquiries by email and phone.
- Provide regular updates to the Board.

Safety and Compliance

- Serve as the on-site Safe Environment contact, working with the Safe Environment lead.
- Enforce all SMCC/CSE and Manitoba Camping Association policies.
- Ensure all camp activities comply with municipal, provincial, and federal laws.
- Ensure all camp activities meet MCA accreditation standards, working with MCA accreditation volunteers.
- Keep certifications current together with the Safe Environment lead.
- Ensure incident reports are completed and kept current, with the Core Team.

Families and Pastoral Care

- Serve as the main point of contact for parents, the public, staff, and volunteers.
- Respond to sensitive matters involving campers or staff (behaviour, injuries, mental health) together with the Head Counselor.

Promotion and Relationships

- Support camp promotion and camper recruitment with the Board and marketing volunteers.
- Support communication with benefactors and stakeholders alongside the Board.
- Consult regularly with the Camp Advisory Committee.
- Help ensure the camp presents itself well to the public.
- Build relationships with other camps and camping organizations.
- Complete end-of-season wrap-up, including reports, thank-yous, and staff references.

Working Conditions

- Full-time, year-round position.
- On call during camp season.

Qualifications

- Actively practising Catholic with a strong commitment to youth evangelization.
- Post-secondary training or equivalent experience in theology, youth ministry, or a related field.
- Experience in Catholic youth ministry and/or camp leadership is an asset.
- Experience in administration and staff supervision is an asset.
- Proficiency with standard office software (Word, Excel, Outlook).
- Clean Criminal Record Check (Vulnerable Sector) and Child Abuse Registry Check.
- Bilingual (French and English, oral and written) strongly preferred.
- Class 5 driver's licence is an asset.

Compensation and Benefits

- Salary: \$55,000–\$70,000 per year, depending on experience.
- Health benefits through the Archdiocese of Saint-Boniface (life insurance, long-term disability, health, vision, and dental).
- Reimbursement for approved work-related travel and expenses.
- Meals provided while on site during camp sessions.

How to Apply

Send your resume, cover letter, and three references to board@catholicway.net.