

JOB DESCRIPTION



Position: Seasonal Camp Manager, Variety's Camp Brereton
Employee: Vacant
Reports to: CEO
Position Type: Seasonal Contract

The Seasonal Camp Manager position is an integral part of the Camp Brereton team that works between June 1st and September 30th, 2019. The position is required to live onsite and be available in person or via phone 24 hours a day during this period to ensure camper safety and meet insurance requirements. If a candidate lives within 10 minutes of camp by car or boat, we would also consider them for this position and allow them to live offsite. The ideal candidate(s) will be a mature, responsible and self-motivated individual or couple that is mechanically inclined, has strong customer service skills, and is passionate about wanting kids of all abilities to have a memorable experience at Variety's Camp Brereton. The ideal candidate(s) also should enjoy nature and likes keeping busy by improving our site grounds and facilities.

Position Summary:

Reporting to the Chief Executive Officer, the Seasonal Camp Manager is responsible the overall day-to-day operation of Variety's Camp Brereton. She/He is responsible for nurturing relationships with Variety camp groups utilizing Variety's Camp Brereton through his/her customer service skills.

The Seasonal Camp Manager is also responsible for maintaining the camp property through various duties such as site facility maintenance and improvements, ensuring fire, health, and safety regulations as well as all Variety policies are adhered to, the collection and disposal of trash and recyclables, grounds maintenance, and other duties as assigned to ensure a safe and fun experience for all of our camp groups.

Position Responsibilities:

1. Nurture relationships with camp groups to ensure positive experiences at Variety's Camp Brereton

- Serve as day-to-day primary face of the organization to camp groups,
- Position lives on site during camper group bookings (currently June through September) to ensure well-being and safety of campers and camp property,
- Responsible for check in/ check out process for camp groups,
- Welcome camp groups and utilize gator to deploy all camper luggage to and from camper cabins at check in / check out,
- Do preliminary site walk through as well as pre-departure walk through to ensure site condition and cleanliness
- Interact with camp groups on a daily basis to ensure needs are being met,
- Responsible for ensuring activity areas are ready and safe based on camper groups activity schedule,
- Trains groups as required on activities to ensure camper safety,
- Responsible for acting as boat captain / ensuring camp groups are trained and licensed to use boats,
- Ensure positive experience for all campers with a "customer first" attitude,
- Ensuring grounds maintenance and site improvement schedule does not interfere with camper groups activities,
- Ensure post-departure custodial duties are completed prior to subsequent group arrival

40% of Job Function

2. Maintaining Variety's Camp Brereton

- Maintain grounds maintenance schedule to ensure grass is cut, brush is trimmed, and grounds are clean on a regular basis,
- Ensures camp buildings and mechanical systems are cleaned/ maintained on a regular basis,
- Ensures camp equipment is operated safely and cleaned/ maintained on a regular basis,
- Ensures kitchen equipment is operated safely and cleaned/ maintained on a regular basis,
- Able to perform maintenance and minor repairs on small equipment,
- Executes annual facility and site maintenance and improvement plan under the direction of the CEO and/or Program & Outreach Coordinator,
- Responsible for daily water system sampling and testing and performs regular maintenance on water system such as adding softening salts, adding chlorine, etc.
- Performs daily site check to ensure litter/debris are cleaned up and any site deficiencies are identified and where possible fixed,
- Stocks bathrooms and kitchen on a daily basis with paper products and required cleaning supplies,
- Empties trash and recycling as required and transports waste/recyclables in camp van to closest Whiteshell Transfer Station,
- Ensures all kitchen equipment is maintained and used safely by camp groups,
- Ensures all activity equipment is maintained and used safely by camp groups including motorized and non-motorized boat/canoe/kayak fleet,
- Ensures all camp equipment is stored safely on a daily basis
- Other tasks as assigned such as scheduling septic tank pump out, etc.
- Communicates regularly with Variety staff
- Supervises volunteers as required

40% of Job Function

3. Administration and Reporting

- Ensures all check in / check out documents and any other camp group documentation required are completed in a timely manner and sent via email to Variety Program and Outreach Coordinator,
- Ensures daily site maintenance documents and weekly work reports are completed and sent via email to the Variety Program and Outreach Coordinator,
- Proactively maintains paper products, cleaning supplies and water system supply inventory to ensure adequate inventory throughout the camp season,
- Maintain daily communication with key office staff as identified
- Picking up camp mail and ensuring it is forwarded to the appropriate staff member
- Be familiar and adhere to Manitoba Camping Association Guidelines
- Be familiar with applicable Variety policies and procedures applicable to Variety's Camp Brereton and ensure compliance,
- Be familiar with all government health and safety and food handling regulations applicable to Variety's Camp Brereton and ensure compliance,
- Answering camp phone / checking camp voicemail and responding to calls/messages in a timely manner

20% of Job Function

Qualifications, Personal Characteristics, and Competencies:

- Strong passion for Variety's mission and mandate,
- Facility maintenance and management skills,
- Strong customer service and leadership skills,
- Handy with tools and skill in performing repairs,
- Strong computer skills with Microsoft Word, Excel, and Outlook,
- Mature, Self-motivated and self-directed individual,
- Trustworthy individual with high level of integrity,
- Valid Class 5 Driver's License,
- Valid Pleasure Craft Operators Card,
- Current Basic First Aid Certificate or willing to complete course
- Must pass criminal record and vulnerable person check

The Camp Managers cabin nor Variety's Camp Brereton is not for personal use of the seasonal Camp Manager without the permission of Variety. As Variety's Camp Brereton is a children's camp, alcohol or drugs are not allowed on site without the permission of Variety. As the Camp Office is located in the Camp Manager's Cabin, the cabin must be kept clean as this reflects on the overall image of Variety's Camp Brereton. Variety reserves the right to inspect the Camp Manager's Cabin without notice.