



CAMP DIRECTOR

Position Type: Full-time, year-round, live-on-site

ABOUT US:

Located on the shores of Stave Lake in Mission, BC, just one hour east of Vancouver, Zajac Ranch for Children is situated on over 40 acres of pristine forested land. During the summer months, Zajac Ranch provides camps for children and young adults with chronic, life-threatening and/or debilitating conditions. In the off-season, Zajac Ranch welcomes school groups and private rentals. Revenue raised from site rentals goes to supporting Zajac Ranch for Children medical summer camps.

RESPONSIBILITIES:

- Design, deliver, and evaluate camp programs that meet the needs and interests of the camps target populations and ensure their delivery in a safe and quality manner.
- Coordinate and plan with the Sales and Registration Coordinator the needs of each individual camp group/session.
- Liaise with parents, camp groups, medical organizations, rental groups, and volunteer organizations.
- Directly supervise and coordinate the efforts of camp personnel including but not limited to: Program Director, Counselors, Chef and kitchen staff, janitorial staff. This includes contributing to the professional development of each staff member and addressing any concerns or misconduct.
- To oversee the food service department which includes but is not limited to ordering food, supplies, equipment necessary for each camp group
- Establish and maintain an effective evaluation system for all programs and personnel, including year-round staff, seasonal staff, and volunteers.
- Provide training and education of staff in accordance with Zajac Ranch for Children staff manuals, protocols, and values.
- Adhere to and implement the policies and procedures of Zajac Ranch.
- Review camper applications in conjunction with the Nursing Director.
- Compile reports including inventories, staff evaluations, camper evaluations, and recommendations for the following season.
- In conjunction with the management team, develop/review annually the Risk Management Plan, Crisis Management, Emergency Evacuation, and Emergency Procedures for Zajac Ranch.
- Perform any duties necessary to deliver outstanding customer service to the rental groups during our non-medical-camp season including scheduling and managing programming staff.
- The Camp Director is required to live on-site; private living quarters will be provided (two bedroom suite).

REQUIRED SKILLS AND EXPERIENCE:

- Must be at least 25 years old.
- Experience working at summer camps required.
- Must have a minimum of 3 to 5 years of camp management experience at a senior level.
- Have a firm belief in the value of summer camp for children with special needs.
- Experience delivering top-notch customer service
- Have a college or university degree in recreation management or a related discipline and/or an equivalent combination of education and experience.

- Excellent leadership and communication skills, understanding, ability to be a positive role model, patience and self-control.
- Have a demonstrated ability in the recruitment and management of a camp staff team.
- Ability to plan, organize, and carry-out daily, weekly and special programs.
- Ability to supervise and evaluate staff, volunteers, and campers.
- Must have experience with managing budgets.
- Experience with developmental disabilities, special needs, and behavioural management.
- Ability to work independently and within a team environment.
- Excellent English verbal and written communication skills.
- Ability to proactively manage multiple work tasks in a timely manner.
- Ability to act under pressure and keep a clear head.
- Must have own transportation, possess a valid driver's license and be willing to live on site year-round
- Have computer skills and data management experience, with a working knowledge of Microsoft Office
- Hold valid Standard First Aid and CPR Level C or the ability to obtain.
- Certified high ropes instructor and certified lifeguard a definite asset.
- Possess and maintain a clear Criminal Record Check and Vulnerable Sector Search

TO APPLY:

Please send resume and cover letter stating salary expectations to:

Sheila Smith, Executive Assistant / Office Manager
Email: campdirector@zajacranch.com
Fax: 604-739-0441
www.zajacranch.com

Please note that only those selected for an interview will be contacted.

NO PHONE CALLS PLEASE