



## Position Description

**Title:** Operations Director, Alberta Pioneer Camp

### Role Overview & Purpose:

This position will provide facilities oversight to Inter-Varsity Christian Fellowship’s (IVCF/InterVarsity) Alberta Pioneer Camp. In concert with InterVarsity’s purpose, values and strategic priorities, the Operations Director will effectively manage the overall camp operations in a manner consistent with these priorities. This will include ensuring all facilities are maintained and functioning efficiently, cost effectively and meet or exceed the current standards including but not limited to Building Department, Health Department, Ministry of the Environment, Fire Department, Health and Safety and InterVarsity Camping standards in addition to municipal, federal and provincial standards. This includes direct management of the camp properties and significant contribution to summer camp and year-round retreat and conference activities. The Operations Director coordinates all day-to-day site and infrastructure (non-program) operations at the camp. A significant aspect of the Operations Director’s role will also be fundraising, ministry partner development, managing capital campaigns and fiscal responsibility.

### Relationships:

Reports to	General Director, Alberta Pioneer Camp
Internal Relationships	Vice President, Camps InterVarsity National Camp Leadership Team InterVarsity National Leadership Team National Resource Centre (NRC) Staff Other Ranch/Camp General Directors Campus Ministry Director Campus Staff
External Relationships	National and Regional Camping Associations Christian Camping International Ministry of Health Local camp constituency and stakeholders Vendors Donors and foundations Parents and camp alumni Churches and Christian schools

### Key Responsibilities:

#### National Ministry

- Visibly champions the camp vision within the context of InterVarsity’s Mission, Values, Strategic Priorities and Five Commitments
- Seeks out and capitalizes on opportunities to integrate the work of the camp and campus ministries
- Is familiar and compliant with all InterVarsity policies, standards, and procedures
- Participates in regular national training events / meetings throughout the year

## Leadership

- ❑ Works with the General Director of Alberta Pioneer Camp, and the Vice President Camping to develop and implement short and long-term strategic plans for the ministry and the site, while ensuring that the camp ministry remains robust and viable and is positioned for growth
- ❑ With the General Director, develops the team to accomplish the camp's mission through strong team building
- ❑ With the General Director, provides spiritual leadership to the camp staff
- ❑ Demonstrates a life of faith as lived out in obedience to the gospel
- ❑ Leads by example in communicating the gospel to staff, volunteers, and campers and provides opportunities for them to make a commitment to Jesus, or to deepen their spiritual growth in following Him
- ❑ Builds relationships with key community stakeholders and utilizes their energy, skills, and passion to advance camp ministry

## Program

- ❑ Ensures the provision of safe and adequate equipment, facilities, and training to drive a fun, recreational and engaging program for campers and retreat groups and guests.

## Property, Facilities and Operations Management

- ❑ Provides on-site leadership of the camp operations and facilities
- ❑ Ensures a well-run kitchen and dining room
- ❑ Manages the camp in full compliance with provincial camping standards and relevant health and safety standards
- ❑ Develops and obtains approval for a short and long-term site plan

## Day-to-Day Maintenance *(Using skills or calling relevant expert/specialist)*

- ❑ Oversee purchasing of supplies and maintaining an inventory
- ❑ Maintain and repair tractors, wood splitter, chainsaws
- ❑ Maintain and repair food service equipment
- ❑ Maintain and repair paddocks, fences and troughs
- ❑ Waste and recycling
- ❑ Power to buildings
- ❑ Oversee utilities: water representative, Hydro, Heat (boiler)
  - Including reporting to public health as directed
  - Oversee water filtration system, including regular water tests and maintaining/replacing filters
- ❑ Heating: keeping wood pile stocked (wood-splitting)
- ❑ Coordinate contractors
- ❑ Fire Safety
- ❑ Managing and maintaining all buildings in good working order, including
  - Maintaining heating systems and other systems as may be required.
- ❑ During summer camp, coordinating and supervising groundskeeping staff, and overseeing tasks, including mowing, trimming, and landscaping to maintain a visually appealing and functional property
- ❑ Annual opening and closing of pool, oversee daily pool care
- ❑ Regular inspection and maintenance of stables, stalls, and barn areas to ensure a

clean, safe, and comfortable environment for the horses.

- ❑ Support horsemanship staff, as needed, with hay purchasing and delivery, feeding and watering of horses, as well as waste management

### Facilities Improvements

- ❑ Develop and seek approval and execute site renewal and site development plan
- ❑ Overseas maintenance and special projects budgets
- ❑ Coordinate/plan facilities upgrade (including permits and other licensing needed)
- ❑ Road maintenance (filling potholes), coordinating snow removal or doing it if necessary
- ❑ Capital projects (new builds)
- ❑ Set up and take down summer program equipment
- ❑ Winterize and de-winterize seasonally as needed
- ❑ Contributes to plan and prepare for AB Camping Association Accreditation and follow through on items needing to be monitored

### Financial Management

- ❑ With the General Director, develops and carefully manages annual operating and capital budgets, obtains approval, and then operates within the approved budget
- ❑ Recommends for approval decisions on the annual budget and major expenditures as per InterVarsity policies and procedures
- ❑ In concert with the NRC, organizes effective financial practices and procedures to ensure fiscal responsibility and timely reporting
- ❑ Ensures ongoing transparency with the leadership about the camp's finances

### Staffing

- ❑ Assists the General Director in recruiting, leading, and developing all camp staff (full-time, part-time, and volunteer) towards achieving the mission of the camp, and in a way that serves campers, other staff and guests
- ❑ Guides operationally focused members of the staff team through appropriate goal setting, coaching through performance and provides performance feedback, in line with the stated priorities and goals for the year
- ❑ Provides appropriate training and development for operational camp staff to enhance their contribution to local camp ministry and the ministry of InterVarsity
- ❑ Ensures good communication with staff regarding ongoing priorities, expectations, plans, decisions, issues, and behaviors
- ❑ Delegates authority with appropriate accountability
- ❑ Supervise part-time casual maintenance staff
- ❑ Supervising and teaching volunteers (how to use equipment/tools)

### Marketing and Fundraising

- ❑ Engages in a variety of fundraising, and networking opportunities to fund and fill the camp in both the summer and shoulder seasons, and to ensure the ongoing viability and future growth of the ministry
- ❑ Proactively builds relationships with donors and engages in fundraising initiatives to ensure the ongoing financial viability and sustainability of Alberta Pioneer

## General

- ❑ Positions the camp to be a positive member of, and contributor to the local church and the local community
- ❑ Participates with, and contributes to discussions with other Pioneer and CSR Camps to share information and positively further the ministry of camp
- ❑ Performs other duties as assigned

## Key Outcomes:

- ❑ Camp programs are full of youth who encounter Jesus Christ and are cultivating Christ-centered lives
- ❑ Leaders are developed, encouraged, and grown
- ❑ Children invite Jesus into their life as Lord
- ❑ Camp staff (full-time, part-time, volunteer) demonstrate growth in their relationship with Christ through their involvement at camp
- ❑ All aspects of camp operation are well managed, ensuring good care of the property and facilities in accordance with the principles of good stewardship
- ❑ A site plan is developed, approved, executed and adjusted annually or as needed
- ❑ The quality of the facilities contributes to all staff, campers and guests receiving high-quality service
- ❑ Camp is well funded
- ❑ Balanced budgets
- ❑ A network of families, alumni and other stakeholders who support camp financially, prayerfully and with volunteer time

## Qualifications:

### Ministerial and Pastoral

- ❑ Personal relationship with Jesus Christ, a desire to grow as a follower, and evidence of a growing relationship with God
- ❑ Prior experience in the delivery of basic pastoral care
- ❑ Sense of calling to Inter-Varsity Christian Fellowship of Canada, particularly to the Operations Director position and to camp ministry
- ❑ Signed agreement to the InterVarsity *Statement of Agreement (Statement of Faith, Vision and Aims, Community Covenant) Risk Management and Procedures Policy and Data Confidentiality Agreement*
- ❑ A teachable spirit

### Education/Experience, Skills and Abilities

- ❑ Minimum of three-to-five years' experience managing people
- ❑ Decisive leadership skills - a good listener, ability to inspire, empower and motivate a team
- ❑ Working knowledge of property/facilities management, building maintenance, building construction and operations
- ❑ Excellent organizational and project management skills
- ❑ Leadership & Supervisory skills
- ❑ Customer Service Skills
- ❑ Mechanically minded/ ability to seek new skills and learn be self-taught
- ❑ Efficiency (use time wisely)
- ❑ Frugality (fix it vs. buy it)
- ❑ Ability to work effectively with others to achieve optimal collective results

- ❑ Strong oral and written communication skills, and competent relational skills
- ❑ Excellent organizational and management skills
- ❑ Well-developed team building, problem solving and conflict management skills
- ❑ Business acumen, particularly in budget management, fiscal control, and basic accounting
- ❑ Competent working knowledge of Microsoft Office
- ❑ Working knowledge of fundraising and ministry partnership development
- ❑ Flexibility to work irregular and extended hours as required

**Salary Level: 7**