



Title: Director of Operations, Alberta Pioneer Camp

Reports To: General Director, Alberta Pioneer Camp

Role Overview & Purpose:

Alberta Pioneer Camp is part of InterVarsity Christian Fellowship of Canada. Our two sites near Sundre and Rocky Mountain House serve campers, retreat guests, families, and ministry partners throughout the year. We are committed to creating spaces where young people encounter Jesus, grow in faith, and experience life in Christian community. The Director of Operations plays a central leadership role in ensuring that our facilities, systems, staff and day to day operations support this mission.

Key Responsibilities

National Ministry Alignment

- Champion the vision and values of InterVarsity and Alberta Pioneer Camp
- Participate in national training and maintain compliance with InterVarsity policies

Leadership and Team Development

- Serve as a primary day to day decision maker for operational matters
- Oversee onsite staff, seasonal staff, and volunteers
- Support the General Director in developing a healthy, mission aligned staff culture
- Provide spiritual leadership consistent with InterVarsity's commitments

Operations and Facilities Management

- Oversee all aspects of property, facilities, and infrastructure
- Ensure compliance with provincial camping, health, safety, and environmental standards
- Maintain and repair equipment, buildings, utilities, and mechanical systems
- Coordinate contractors and manage maintenance schedules
- Oversee kitchen and dining operations
- Lead seasonal opening, closing, winterizing, and site preparation
- Support horsemanship operations, barn care, and related infrastructure

Site Planning and Capital Projects

- Develop and implement short and long term site plans
- Manage facilities improvements, upgrades, and capital projects
- Steward budgets for maintenance and special projects

Financial and Administrative Leadership

- Develop and manage operational and capital budgets with the General Director
- Ensure fiscal responsibility and timely reporting
- Participate in fundraising, donor engagement, and ministry partner development

Community and Stakeholder Engagement

- Build relationships with local partners, vendors, churches, and alumni
- Represent Alberta Pioneer Camp with professionalism and warmth

Qualifications

- A growing personal relationship with Jesus Christ and alignment with InterVarsity's Statement of Faith
- Three to five years of experience managing people
- Strong leadership, communication, and team building skills
- Working knowledge of facilities management, maintenance, and operations
- Mechanical aptitude and willingness to learn new skills
- Strong organizational and project management abilities
- Experience with budgeting and basic financial management
- Ability to work collaboratively and independently
- Flexibility to work irregular or extended hours as needed