



## ARTHUR KIDSTON MEMORIAL CAMP

### Executive Director Job Description

#### About the Role:

Arthur Kidston Memorial Camp (“Camp Kidston”) seeks a visionary leader to serve as Executive Director (“ED”.) Reporting to the Board Chair, you will provide strategic direction, manage operations, and oversee all aspects of Camp ministry. Highly organized and versatile, the Executive Director needs to love spreadsheets as much as stream walks, and be as comfortable pitching a funding proposal as pitching a tent.

#### Key Responsibilities:

- **Leadership & Vision:**
  - Develop and implement strategic growth plans with contributions and oversight from the Board
  - Together with the Board, proactively recruit, hire, lead, develop, inspire, and motivate all Camp staff (full time, part time, and volunteers) towards achieving the mission of Camp, in a way that serves campers, other staff and guests.
  - In consultation with the summer director, design and co-facilitate staff orientation and continued onboarding to ensure staff retention and engagement
  - Supervise and mentor the Summer Program Director
  - Foster a strong Camp Kidston community.
  - Oversee Camp ministry in line with mission and sustainability goals.
  - Continuously develop new program initiatives.
  - Represent Camp Kidston in the community.
  - Provide admin support to the Board (meeting materials)
- **Program Management:**
  - Develop and evaluate year-round programs for all ages.
  - Deliver fresh, innovative, and inclusive programming for both the summer and shoulder seasons to leverage the strengths of Camp and to appeal to needs in the local community.
  - Ensure program compliance with regulations.
  - Manage program data and privacy (camper, staff, volunteers, donors)
  - Evaluate program objectives and outcomes for consideration by the Board and implement recommendations as appropriate
- **Operations Management:**

- Oversee day-to-day operations, ensuring efficiency and compliance (Provincial Camping Standards, Health & Safety.), ensuring good care of property & facilities in accordance with principles of good stewardship.
- Manage staff, volunteers, and facilities.
- Liaise with parents and all summer support workers
- Prepare and manage budgets.
- Create, manage, support & adhere to established administrative requirements, policies and procedures, and risk mitigation strategies
- **Engagement, Marketing & Fundraising:**
  - Lead marketing, fundraising, and networking activities.
  - Continuously seek out and secure funding through grants and contracts; write grant applications; deliver on all reporting requirements.
  - Oversee donor relations and capital campaign.
  - Build community partnerships with churches and schools.
  - Develop and implement marketing campaigns to maximize facility usage.
  - Manage website, social media, and camp publications.

### **Key Goals**

- To make camp a year-round use space.
- To enhance outreach across multiple platforms (social media, website, etc.)
- Foster Camp Kidston community growth (events for community to gather, partake).
- To develop use of the shoulder months in use of rentals, school camps, work retreats.
- In keeping with our Mission and with the Sustainability Plan, enrichment of Outdoor/environmental education and Faith Exploration would be important goals
- Continuously dream big for Camp Kidston

**This is a rewarding opportunity to lead a camp that shapes lives and fosters a love for the outdoors.**

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### **Education:**

- Bachelor's degree in a relevant field (camp management, non-profit management, education, recreation)

### **Experience:**

- Minimum 5+ years of experience in camp management, youth development, or a related field.
- Supervisory experience leading and motivating staff teams.
- Experience developing and implementing strategic plans.
- Non-profit experience a plus.

### **Skills:**

- Strong leadership, vision, and strategic thinking.
- Excellent communication, interpersonal, and relationship-building skills.
- Program development and evaluation expertise.

- Fundraising and grant writing experience.
- Experience managing budgets and administrative procedures.
- Proficiency in marketing, social media, and content creation.
- Commitment to Camp Kidston's mission and values.
- Ability to work collaboratively with a board of directors.
- Excellent organizational and time management skills.
- Strong problem-solving and decision-making skills.
- Ability to manage confidential information (data privacy).
- Ability to oversee camp operations in compliance with regulations and safety standards.