

## KLC Executive Director - Job Description

Overarching Purpose: To further the mission of Katepwa Lake Camp through the coordination and management of program, human resources, and strategic operations.

This is a full-time, year round position. It will be required that the ED is on-site from May to August and, it is understood that because KLC is primarily a summer camp, that holiday time will be taken aside from those months. As a representative of KLC this position requires that the individual who holds the position of ED is able to present themselves in a professional manner and represent KLC with various stakeholders, including; members of the general public, guest groups, parents, volunteers, supporting churches and staff.

Due to the rural setting of the camp property and the expectation that programming is held during all weather conditions, good physical mobility and willingness to work in a variety of conditions is required to effectively administer camp business

**Qualifications:** Completion of a post secondary education program. Experience with developing and administering programming in a camp context, and training with children, teens and young adults. Also required are computer skills and the ability to use the computer and internet for a variety of purposes, including; email, learning new software programs utilized for carrying out camp business, website formatting and content creation.

### **Duties and responsibilities:**

The ED has the overall responsibility for all aspects of KLC's operations, either to complete tasks or to ensure that others are completing tasks according to the policies, procedures and legal requirements. As a religious charity the ED is responsible for ensuring that faith based programming is developed and carried out through the summer camp program.

The operations side of camp requires that the ED works collaboratively with department leads and core staff while maintaining overall responsibility for camp operations. Operations include: kitchen, program activities and related equipment, staff hiring and supervision, property maintenance, admin services through the camp office, managing the budget and overall point of contact for camp related communications.

An important aspect of camp is developing relationships with the KLC community. This includes partner churches, staff, vendors and trades, volunteers, caregivers of campers, other camps and camp organizations and the board of directors. These relationships are of primary importance and will be an important focus of this position.

Compensation will be commensurate with training and experience; to be negotiated according to the compensation guidelines of the CBWC. The posting is open until filled.

For more information and a more detailed description of KLC, duties and expectations, please contact Lana Wilkinson, call/text 306-529-3997 or email [boardchair@katepwalakecamp.com](mailto:boardchair@katepwalakecamp.com)