



## **Operations Manager**

### **Job Summary**

Camp Warwa makes a difference in the lives of children by giving them unforgettable outdoor experiences. We believe that people care about what they are connected to; and all our programs support campers in connecting with themselves, connecting with community, connecting with nature, and connecting to the generations. A non-profit charity founded in 1980, Camp Warwa is a year-round outdoor education center that serves over 8,000 children annually.

The Operations Manager is a member our leadership team. Their primary role is the management of Camp Warwa's programs and operations.

Camp Warwa is led by a collaborative leadership community. Leadership team members are empowered to bring their unique vision to their responsibilities, and to freely communicate with all other members of the team. Our organizational culture is cooperative, welcoming and carries a strong commitment to mentoring and professional development.

### **Responsibilities and Duties**

Core responsibilities of the Operations Manager position include:

- Program development and oversight
- Program scheduling and staffing
- Operations management
- Oversight of seasonal leadership team members
- Oversight of staff training and development programs

The Operations Manager position is year-round, full time. It is a live on-site position, and hours of work vary seasonally. Tasks are a mix of in-office administrative and communication work, as well as around-site supervision and leadership work. The Operations Manager reports to our Executive Director. They work closely with our Community Relations Manager and Administration Manager. They oversee our Program Coordinator Team and Caretaking Team.

### **Qualifications and Skills**

The Operations Manager will have leadership experience in the outdoor education and/or summer camp industry, as well as completed relevant post-secondary education. They will be an inspiring teacher who enjoys openly communicating with team members. They must also be organized with the ability to follow budgets, create schedules, build programs, and manage their own work plan.

This opportunity is perfect for someone who is ready for a senior management role in the outdoor education/summer camping industry.

### **Salary and Benefits**

Starting salary range is between \$45,000 - \$52,000. The position includes year-round, on-site accommodations for the Operations Manager and their family, including utilities. Also included is a family health benefits plan and unlimited paid sick days. Overtime hours worked past 8 hours/day in the peak season are banked as paid time off to be used in the shoulder season. Professional development and mentoring opportunities are provided.

Start date is flexible, but ideally sometime between October 2024 and January 2025.

To apply, email your resume and cover letter to [gerrit@campwarwa.org](mailto:gerrit@campwarwa.org)