



**Office Phone:** 306-741-1229  
**Camp Phone:** 306-627-3418 (July/Aug)  
**Website:** [www.camplemieux.com](http://www.camplemieux.com)  
**E-Mail:** [camp.lemieux@gmail.com](mailto:camp.lemieux@gmail.com)  
**Address:** 239 4th Ave SE Swift Current, SK S9H 3L6

## **Paid Ministry Opportunity: CAMP DIRECTOR**

Camp Lemieux is a Catholic summer camp located 52 km southwest of Swift Current, SK in Lac Pelletier Regional Park. Camp Lemieux seeks to nurture the faith of youth through experiencing life in a Christian community, participation in the sacraments, and having new experiences in an outdoor setting. Our program has a balance of fun, fellowship, recreation, and solid Catholic teachings. Camp Lemieux community is challenged to worship and love the Lord our God with all our heart, soul, and strength through the gifts of the Holy Spirit as Christ has taught us.

### **Job Summary**

The Camp Director is responsible for the following key areas:

- Comfortable sharing personal faith while ministering to, leading, and forming young people in their faith-lives.
- Love of the outdoors and simple living.
- Camp Promotion with schools and parishes
- Facilitating and coordinating the program while being in contact with Programs Director regularly
- Contributing camp content to Facebook & Instagram.
- Responsible for overseeing the successful execution of daily operations while ensuring the safety and security of all campers, group leaders and team
- Developing strong team dynamics while ensuring all team adhere to Camp Lemieux policies and procedures
- Collaborative relationship and communication with camp cook, nurse, and caretaker.
- Other responsibilities as required

### **Reporting Structure**

The Camp Director is hired by the Camp Lemieux Board, reports directly to the Programs Director and works in collaboration with the Counsellors, Kitchen Staff, Nurse and Volunteers.

### **Desired Qualifications**

- Actively living their Catholic faith with a heart for ministering to youth & young adults
- Extensive experience working with children and supervising staff - previous Camp Lemieux or summer camp experience is an asset
- Excellent oral and written communication skills, including telephone and email correspondence
- Confident and enthusiastic public speaking skills
- Have the ability to maintain confidentiality and deal with sensitive issues with tact and discretion
- Ability to meet deadlines, maintain accurate records and attention to detail
- Excellent interpersonal and problem solving skills, ability to work independently and within a team
- Creative and adaptable with an ability to work under pressure with changing priorities
- MS Office experience (Excel and Word)
- Must hold a valid unrestricted driving license

## ***Assets - But Not Required:***

- Undergraduate degree or relevant experience in recreation management, educational leadership or youth ministry
- At least two years experience in a leadership or supervisory role
- Proven ability to delegate responsibility and coordinate a staff team
- Current First Aid and CPR C certifications

## **Work Performed**

- *Operations*
  - Promote all camp programs in collaboration with the Camp Lemieux Board according to the Camp's goals ensuring its highest quality.
  - Co-ordinate the operation and activities of Camp Lemieux.
  - In collaboration with Programs Director, interview, hire, and train staff in Camp Lemieux policy - Cook, "Nurse", Counselors, Counselors In Training
  - Develop working capacity using the Regpack registration system.
  - Coordinate Registration & Pick Up Camper and Counselor In Training days
  - Ensure that camp operates according to the Saskatchewan Camping Association standards
  - Submit a yearend report to the Camp Lemieux Board.
  - Perform other duties that might reasonably fall within this job description, as requested by the Camp Lemieux Board.
- *Team Supervision*
  - Guide, supervise, and evaluate the staff to ensure that the staff works in a spirit of collaboration
  - Collaboration of the Caretaker in the maintenance of the camp facilities, grounds, and equipment
  - Develop strong team dynamics generating enthusiasm amongst the team for high standards with attention to detail for programmed activities
- *Financial*
  - Actively seek sponsors for children requiring sponsorship.
  - Adhere to the approved budget in purchasing supplies and equipment for the camp
  - Collect all invoices and moneys, maintain accurate accounts, keeping within budgets and providing full receipts and detailed records of expenditures to the Treasurer.
  - The Camp Lemieux Board must give permission for any extraordinary purchases not included in the normal operating budget
- *Communication/Promotion*
  - Participate in publicity and promotion
  - Attend the Annual General Meeting and Camp Lemieux Board meetings when possible
  - Communicate with Program Director according to agreed upon schedule
  - Manage all complaints in a timely manner (campers, parents, team) and relay to Program Director
  - Ensure any camper health issues and incident reports are communicated to Program Director daily
  - Welcome daily visitors and/or volunteers in a manner that meets Archdiocesan Protocols.