Job Title: Site Manager
Location: Camp Valaqua, 5164 Township Road 300, North of Water Valley, Alberta
Job Type: Full-Time, Year-Round
Reports to: Camp Director

About Camp Valaqua:
Camp Valaqua is a scenic and welcoming camp located in the heart of creation. We serve a wide range of rental groups and summer campers, providing a peaceful environment for growth, recreation, and community. We are looking for a full time, year-round Site Manager who shares our values and is dedicated to maintaining the camp's facilities and fostering a hospitable experience for all guests.

Job Summary:
The Site Manager is responsible for maintaining Camp Valaqua's buildings and grounds, overseeing administrative tasks, ensuring the safety and security of the camp, and showing hospitality to a diverse range of rental groups. This individual will report to the Camp Director to ensure a welcoming, safe, and efficiently operated camp environment. On-site housing is available for permanent, full-time staff.

Key Responsibilities:

1. Maintenance of Facilities:

- Plan and implement facility and equipment repairs and enhancements.
- Maintain an attractive, clean, and welcoming camp appearance.
- Clean and prepare facilities between use by rental groups.
- Ensure all camp facilities and equipment are in safe working order.
- Plan and supervise volunteer workdays and maintenance projects.
- Supervise maintenance workers and volunteers.
- Negotiate and manage contracts with suppliers and installers.

2. Administrative Duties:

- Maintain thorough income and expense records and forward details to the MCA treasurer monthly.
- Pay all invoices promptly and deposit cash/cheques at the bank monthly.
- Liaise with municipal, provincial, and camping authorities, obtaining approval from the Camp Committee as needed.
- Obtain authorization for agreements with authorities and associations.

3. Security:

- Ensure the camp is secure and private between group bookings.
- Ensure all guests, staff, and volunteers adhere to safety standards and camp policies.
- Post and maintain signage (e.g., No Trespassing, Private Property).

4. Group Rental of Camp:

- Respond to rental requests and manage rental agreements for camp facilities (main camp, white house, yurts).

- Welcome rental groups, ensure policies are followed, and be available during their stay to resolve issues.
- Supervise group departure, provide an invoice, and ensure timely payment.
- Keep records of group numbers for insurance reporting.
- Update and develop rental brochures and information as necessary.

5. Reporting:

- Provide monthly activity summaries, annual facility evaluations, and maintenance budget recommendations to the Camp Director and Camp Committee.
- Submit authorization requests for non-routine expenditures over $1000.
- Maintain a maintenance log to track repairs and changes.
- Collaborate with the Camp Director and Camp Committee to plan facility development.

6. Summer Camp Support:

- Support the summer camp program as needed in addition to regular duties.
- Supervise and direct spring maintenance staff.

Required Competencies:

- Strong problem-solving skills and ability to work independently.
- Excellent communication and interpersonal skills.
- Strong time management and organizational abilities.
- General handyman skills and experience in repairs and maintenance.
- Ability to show hospitality to a diverse range of rental groups.
- Shared values with Camp Valaqua's mission and community.

Qualifications:

- Previous experience in site or facility management is preferred.
- Knowledge of basic maintenance, carpentry, or repairs.
- Ability to manage multiple tasks and work under minimal supervision.
- Strong organizational and administrative skills.

Compensation:

- Competitive salary based on experience and qualifications. Details on benefits will be provided upon request.

How to Apply:

Interested applicants should send their resume and cover letter to office@campvalaqua.com by November 1, 2024

Camp Valaqua is an equal opportunity employer and welcomes applicants from all backgrounds.