



## **Assistant Director- Logistics and Business Operations**

**Responsible to:** Camp Director or his designate

**Mission Statement:**

To achieve and sustain the highest standards of excellence in camper care, innovative programming and Jewish identity building in order to ensure that all campers and staff grow, thrive and have fun at Camp Northland by making lifelong friends, building life-skills, appreciating nature and respecting one another.

**General Responsibilities:**

This is a senior management position responsible for all tasks, goals, and responsibilities shared with the senior management team and with a special emphasis and focus on all logistics and operations up in Haliburton for the summer months and general business management year-round.

The position, at the camp's discretion may require re-location to the camp in Haliburton, Ontario from June to September, inclusive, and periodically from time to time.

Year-round (off-season), the job will be based out of the Thornhill office and will require use of a personal vehicle with travel periodically. The job also requires heavy lifting and some ongoing physical lifting and carrying on a regular basis.

**At a high-level summary, the four main areas of responsibility for this role are:**

1. All logistics and operational support for summer camp management
2. Day to day business management of the year-round agency operation
3. Work closely with bookkeeping to ensure accuracy and reporting requirements are being met
4. Collective work as part of camp's leadership team

**Responsibilities include:**

**OFF SEASON (Approx September to June):**

- Support all aspects of camp preparations, operations and logistics
- Support summer preparation and implementation, including but not limited to inventory, purchasing, organization, setup, and any other related tasks, at camp's discretion
- Maintain, build and foster strong relationships with all vendors and suppliers in all aspects of camp, including contract management and execution
- Plan and execute all transportation needs for campers and staff. To include but not limited to arrival to and departure from camp and trips out of camp, errands (i.e., medical runs, shopping)
- Process camp billing and payments through CampMinder (our online registration system) on a monthly basis and work with bookkeeper for all financial reporting and reconciliations
- Make collection calls as needed; reconcile any collection concerns or payment plans
- Becoming proficient in camp databases and related software, data analytics and related tools

- Process any check or cash payments following accounting guidelines
- Support staffing processes, including marketing summer positions, interview administration, interview follow ups
- Work with admin team to oversee collection of all important documents and paperwork from staff and campers
- Audit preparations, related to internal documents and systems

#### **CAMP/SHOULDER SEASON:**

- Work with seasonal program team, overseeing daily camp schedule, purchase and kitchen requisitions, creation, planning, coordination and at times execution of camp programs
- Oversight and liaison to the kitchen staff/caterer, including supporting and contributing to inventory management, menu building, kitchen processes and procedures
- Manage Tuck inventory (on-site store, including food, merchandise, etc)
- Camp Operations oversight including:
  - Laundry service
  - Busing needs for camper and staff out of camp programs
  - Camp Safety and Emergency Procedures oversight (in conjunction with Directors)
  - Truck and transportation needs for arrivals and departures
  - Day off system
  - Preparing reports as needed including (birthday lists, allergy lists, medical, dietary, wellness, cabin lists)
  - Manage parent mass communications including Handbook, arrival/departure details, etc
  - International staff hiring, management and relationships
- During the summer months, duties, may also include overseeing camp mail, parent communication, packages, supplies ordered, and other daily responsibilities.
- Oversee, support and coordinate all logistics relating to rental groups, including but not limited to catering, maintenance, program, customer service
- Manage the marketing, promotions, outreach, sales, staffing, budgeting, contracts, billing, logistics for rental groups
- Work onsite with rental groups, serving as the camp liaison to rental groups with a focus on customer service/support
- Embody the Camp Northland mission and truly represent the camp as a leader within the camp, and the camp community.
- Job responsibilities are subject to change, at camp's discretion, and subject to roles and responsibilities of other supporting positions
- Other responsibilities may be assigned from time to time

#### **Desired Qualifications:**

- Effective organizational, administrative, and time management abilities with attention to detail
- Must be at least 25 years old (in order to drive rented/leased vehicles)
- Must have clean driving record and valid license as there will be some driving required
- Must have first aid/CPR certification and able to provide a vulnerable sector reference and/or criminal record check as part of the application process
- Ability to work independently and proactively
- High level of enthusiasm for having a positive impact on the camp community
- A meaningful understanding of overnight summer camping in Canada is preferred

- Ability to work collaboratively with others
- Good character, integrity, and adaptability
- Ability to accept guidance and supervision
- Familiarity with CampMinder, Bloomerang (or similar fundraising CRM), Mailchimp is a strong asset
- Demonstrated high proficiency with Microsoft Office suite, Office 365, basic accounting and banking, database management, and data analytics (with programming skills as an asset)
- Ability to self-manage high workload volumes and changing priorities in a team environment;
- Excellent written, verbal communication, and presentation skills
- Computer proficiency in Microsoft Office
- Exceptional skills in Microsoft Excel, spreadsheet building and management, and related coding would be considered a strong asset
- Tech/AV/Multimedia proficiency would also be a strong asset

**Compensation:** \$60,000-\$85,000 plus benefits

**To Apply:** Qualified candidates may apply by February 12, 2024 to Simon Wolle, Executive Director by email to [simon@campnbb.com](mailto:simon@campnbb.com). The application should include your resume and a letter explaining why you would be an excellent candidate for this position. All held in confidence. **Early submission is encouraged, as applications will be reviewed on a rolling basis.**

*Camp Northland is committed to employment equity and encourages all qualified candidates to apply. If you require an accommodation at any point during the hiring/employment process, please let us know as we will work with you to meet your needs. All responses will be handled with strict confidence.*