

Taiga Adventure Camp
Camp Director
Job Description



Position Description:

The Director is responsible for the overall administrative, financial and program development of Taiga Adventure Camp in accordance with the goals and policies set by the Board of Directors.

Qualifications:

- Related Bachelors Degree, minimum of two years of post-secondary education in Not-for-Profit Management, human services, recreation, outdoor education programming, or equivalent experience.
- Experience in initiating, planning, implementing and evaluating not-for-profit programs and services
- Highly developed inter-personal, written and oral communication, leadership and analytical skills are essential.
- Knowledge of northern social and cultural context.
- Knowledge of youth development issues.
- Volunteer experience an asset.

Reporting to:

The Director is responsible to the Board of Directors. All other staff is recruited by and responsible to the Director. This position also manages service contracts in collaboration with the YWCA Yellowknife.

Duties:

- 1) In partnership with the Board of Directors:
 - a. Identify and ensure adequate funding to support Taiga's operating budget.
 - b. Remain up to date about actions and events by government, businesses and other agencies which impact youth programming, recreation, outdoor leadership and social activism on a territorial and national level;
 - c. Respond to public policy and other initiatives in order to further the interests of northern youth;
 - d. Seek the views of youth on an ongoing basis;
 - e. Collaborate with other organizations, government and the private sector to promote the improvement of Taiga programs;
 - f. Undertake promotion and awareness activities which foster opportunities, acceptance and participation of youth program delivery agents;

- 2) Manage and administer the program development, design and delivery in an efficient and appropriate manner, consistent with Taiga Adventure Camp mission and goals:
 - a. Complete tasks as outlined in the program or project proposal on time;
 - b. Establish and maintain contact with parents/guardians, schools and community organizations in a professional and timely manner;
 - c. Respond to requests of support and information from strategic partners in a professional and timely manner, maintaining confidentiality;
 - d. Travel to communities within the NWT as required for meetings and to offer support;
 - e. Prepare and submit reports to funders and supporters; and
 - f. Provide evaluations of the program on a regular basis to the Board of Directors.

- 3) Manager and administer the financial resources of the Taiga efficiently, economically and in the best interest of those Taiga Adventure Camp serves:
 - a. Prepare an annual budget in cooperation with the YWCA Yellowknife and approved by the Board of Directors.
 - b. Oversee the financial administration of all revenue and expenses, including grants, contributions, donations and fundraising money, within approved policies and procedures of Taiga Adventure Camp and funding agency requirements;
 - c. Ensure the presentation of quarterly financial statements in collaboration with YWCA Yellowknife to the Board of Directors;
 - d. Preparation of funding proposals.

- 4) Recruit, hire and supervise Taiga staff within personnel policies approved by our Board of Directors and YWCA Yellowknife.
 - a. Create a nurturing work environment that attracts and retains staff and volunteers.

- 5) Ensure that administrative procedures and policies are in place to keep Taiga operating in an appropriate and efficient manner.

- 6) Represent Taiga in a positive way at all times to the media, our volunteer network and community organizations.

- 7) Support the Board of Directors:
 - a. Participate in all Board and committee meetings;
 - b. Participate in fundraising events and Taiga activities; and
 - c. Recommend policies and procedures to appropriate committees.