

Lumsden Beach Camp Career Opportunity

Position: Executive Director

Deadline to Apply: January 31, 2025



LUMSDEN
Beach Camp

Lumsden Beach Camp (LBC), is the oldest summer camp in Western Canada. Located just 40 minutes outside of Regina, it operates in the off-season.

LBC is about more than keeping kids busy because it's summer – it's about taking the time to build a community, discover the natural world, develop leadership skills, and create an environment where kids flourish – both inside and out.

LBC is proud to be a United Church camp. The United Church of Canada is a progressive and liberal Christian institution. It is rooted in various forms of social justice issues, environmental advocacy and promotion of a more compassionate and inclusive community. LBC supports people of all faith backgrounds and while some people at camp are from the United Church, many are not.

LBC is seeking a talented, hardworking Executive Director. The Executive Director is responsible for overseeing the organization's administration, promotion, and fund development. This is the only year-round staff position, but works closely with a committed volunteer Board of Directors and various committees. The demands on this position are varied and typical of many small non-profit positions. The flexibility to set your own hours and work from home can make this position very gratifying.

The successful candidate will have a proven set of skills in achieving strategic organizational direction and priorities through:

- Knowledge of best practices and accreditation standards for camps. Specific knowledge of United Church Camping and LBC an asset.
- Excellent written and oral communication skills
- Experience with grant writing and reporting
- Experience with financial management in a charity
- Proven experience with fundraising and revenue generation
- Experience in media and public relations
- Experience with social media
- Experience working with non-governmental organizations in Saskatchewan
- Strong planning and organizing skills
- Ability to work with minimal supervision in relatively unstructured situations, with numerous deadlines
- Ability to be flexible and work effectively as part of a team
- Experience with youth-focused organizations an asset

- Must have valid driver's license and own transportation
- Strong management experience including supervisory and personnel management
- Experience in coordinating large projects, planning events and organizing logistics
- Charismatic and confident manner; relates well to children, youth, donors, parents, volunteers, rental groups and media
- Must be a creative energetic, flexible, motivated, and detail-oriented mature professional

Candidates will need to have their own computer and office space (including room for files). Additionally, reliable transportation to travel to the camp site and flexible hours are essential for this position. A Criminal Record Check (including vulnerable sector check) will be required from the successful applicant.

This position is 75% EFT time (30 hours/week) with some flexibility. The salary range is between \$40,000 and \$45,000 and is subject to negotiation based on qualifications and experience. Benefits add an additional 25% to the salary (approximately \$10,000).

Applications should be forwarded to ynotu@lumsdenbeachcamp.com with a resume (including references) and a cover letter outlining the applicant's interest and qualifications for the position.

Deadline for the receipt of applications is 5:00pm Friday, January 31, 2025. Interviews will be conducted the following week.

To learn more about LBC, check out – www.lumsdenbeachcamp.com