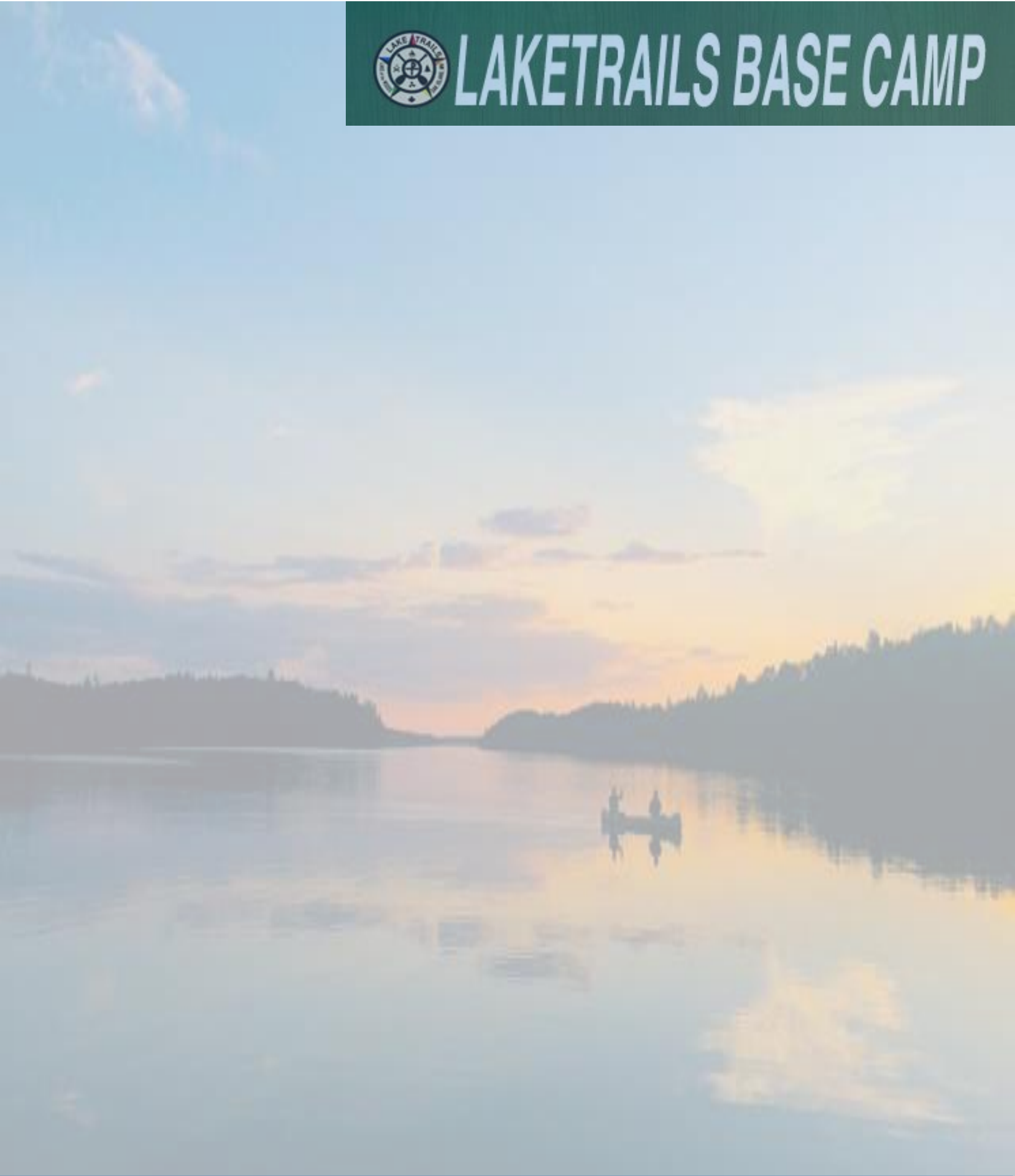




LAKETRAILS BASE CAMP



An invitation to apply for Laketrails Camp Director



LAKETRAILS BASE CAMP

Laketrails Base Camp, Oak Island, Minnesota is seeking Camp Director

LOOKING TO CHANGE THE LIVES OF TEENAGERS?

FOR OVER 65 YEARS, LAKETRAILS HAS BEEN USING WILDERNESS CANOE TRIPS TO DO JUST THAT... WE ARE LOOKING FOR A BIG, OPEN-HEARTED PERSON WITH ADMINISTRATIVE, PROGRAMMATIC AND PRACTICAL SKILLS FOR OUR CAMP DIRECTOR.

Laketrails is accepting applications for a new camp director until filled. Applications will be reviewed beginning early December with interviews beginning early January. Laketrails is a unique program located on a remote island in Lake of the Woods. The current camp director will be retiring at the end of the 2024 season and we are conducting a search now in order to ensure a smooth transition and allow for the transfer of institutional knowledge. As such, there is an opportunity for the new director to receive onboarding and train with the current director for all or part of the 2024 season prior to assuming full responsibilities in 2025.

General Duties: Under general direction of the Laketrails Board, the Camp Director serves as the Executive Director of the camp overseeing all camp operations including staff management, budget and finances, safety and risk management, youth development programming and in-camp leadership (including a high degree of involvement with campers), strategic planning, community outreach, marketing, and fundraising, legal compliance, and accreditation. The director will ensure program safety for participants and staff, increasing program and facility quality, and continued financial success. We also value humor, passion, and warmth.

Salary Range: \$35,000 to \$70,000 depending on full time or part-time status as well as experience and qualifications.

Minimum Qualifications: BA or BS in a related field, five years' experience in a leadership role, three years' experience in camp management, or, the equivalent combination of education, experience, and passion for the position. Also, ability to drive boats on Lake of the Woods.

Preferred Qualifications: Laketrails alumni with knowledge of the Laketrails Idea, a passion for working with youth, wilderness skills.

Special considerations: Consideration will be given to job sharing arrangements for couples. Start date can be adjusted for the right candidate.

APPLICATION PROCEDURE

Applicant must include:

- Letter of Interest
- Résumé
- Two References

For more information, check out our website: www.laketrails.org

MISSION: Inspiring teens with an appreciation of self, community, and environment through a wilderness canoeing adventure.

POSITION PROFILE

A full position profile is included

SUBMIT APPLICATION MATERIALS TO:

Janae Streufert (Laketrails Board Chair)
4681 Ensign Ave N
New Hope, MN 55428

Email: Krantzod@gmail.com

Mobile: 320-232-8127

THE POSITION

Position Details: Camp Director

Responsibilities: The Camp Director's responsibilities are wide-ranging and include oversight of all camp operations: staff management, budget and financial management, safety and risk management, programming and in-camp leadership including a high degree of involvement with campers, strategic planning, community outreach, marketing, fundraising, legal compliance, and accreditation. We value humor, passion, stability, and warmth. The ideal candidate is a camp alumnus or someone who has experience participating in Laketrails trips and programs.

The Camp Director reports to a voluntary Board of Trustees that ensures safety, program and facility quality, as well as fiscal oversight.

Camp Operations: Laketrails offers summer programs with the focus on wilderness canoe trips for youth ages 13-18. There also may be adult canoe trip group programs as well as special off-season programming. A typical session has 40-50 campers and approximately 20 staff. We are looking for a hands-on director who cares deeply about every aspect of the camp and every camper's experience.

Staff Management: The Camp Director supervises seasonal staff consisting of a program director, food services supervisor, camp nurse, facilities manager/island caretaker, guides, guides-in-training and camper workers.

Finances and Budget: The average total annual camp budget is \$200,000, approximately half of its funds coming from program fees. To help ensure that any youth can attend camp regardless of their ability to pay, camperships are available through the generous support of alumni.

Safety and Risk Management: Because the camp is located on an island and is the sole entity, the Camp Director must be proficient with power boats. Other certifications desired include CPR certification, Wilderness First Responder certification, and ACA Camp Director Certificate.

The safety of our campers, staff, and other visitors is of paramount importance to us. We seek a director capable of leading the camp during any challenging event.

Hours: The Camp Director's position requires year-round work, some of which is performed off the island seven to eight months of the year. The Camp Director is typically on island from Memorial Day to Labor Day. Camper programming runs from June to August with camp opening taking place on Memorial Day Weekend.

Off-season work can include budgeting, compliance follow-up, marketing, fundraising, alumni development, and other work as assigned. Work hours are dependent upon full-time or part-time status.

Some travel is required. Examples include off-season meetings of the Board of Trustees (typically October, January and March) as well as representing camp at regional conferences and events for staff hiring and camper recruitment.

Additional Perks: In addition to the annual salary, the position offers on-island housing in a stunning architect-designed house with breathtaking views of Lake of the Woods. All food is provided while on island during the summer season. Potential employment for the Camp Director's partner is possible as well as accommodations for their immediate family.

Laketrails is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, ethnicity, national origin, sexual orientation, or any other protected category both in compliance with the law and in the spirit of our values of equality and diversity.

Position Requirements:

Knowledge, Skills, and Abilities

- Budget design and management
- Program staff hiring and supervision
- Working with Program Director to lead camp programming
- Marketing and social media during off-season
- CPR certification
- Wilderness First Responder certification
- Excellent social and interpersonal skills, specifically the ability to connect with youth
- Background or interest in educational areas of environment, natural science, natural history
- Ability to work autonomously with limited direct supervision
- Ability to manage complex work including the application of procedures and policies with the ability to adapt to fit facts and conditions.
- Ability to maintain effective working relationships with a wide variety of stakeholders to achieve organizational objectives
- Legally qualified for permanent work in the United States

Education and Experience

- Camp/school or other leadership experience
- Bachelor's degree in a complimentary area
- Must possess a valid driver's license

- Ability to enter Canada (passport or enhanced license)

Physical Requirements

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Common tasks and duties performed by Camp Director include:

- Lifting boxes from 25-50 lbs. (food orders or receiving packages, equipment, lumber etc. for camp)
- Lifting canoes and packs ranging from 40-80 lbs.
- Walking up and down hills and on uneven, rocky ground (no sidewalks)
- Pushing/pulling/moving boats by hand or cranking them up on rollers
- Pulling carts or carrying heavy loads around the island
- Constant walking around the island and between buildings
- Climbing in and out of boats on docks or sandy/rocky shorelines
- Climbing stairs to living quarters or cabins (most buildings have ramps)

Some of the physical tasks listed above can be delegated to or assisted by others, but not all

Working Conditions

Work is both indoors and outdoors in a remote island location during the camp season and off-site at Camp Director's desired place of residence during off-season.