

Executive Camp Director

Canoe Island French Camp is accepting applications for Executive Camp Director through mid-February 2017. We anticipate conducting in-person interviews on Canoe Island in the spring of 2017 (in Seattle if necessary), and the successful candidate starting work in late August or early September 2017. We will adjust these dates for the right candidate. We will consider a job-sharing arrangement for couples.

To apply, please email CIFC at apply@canoeisland.org with the following:

1. A cover letter expressing your interest and providing an overview of your relevant experience;
2. A CV or résumé with contact information;
3. The names and contact information for three or more references; please indicate if you wish for us to *not* contact your current employer;
4. Any supporting materials you wish us to consider;
5. Your desired start date, and the date by which you would need to provide fair notice to your current employer.

The director should be able to insure program safety for participants and staff, ever increasing program and facility quality, and continue financial success.

Responsibilities: The 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, and fundraising; legal compliance and accreditation; and a buck-stops-here mentality. We also value humor, passion, stability, and warmth. The ideal candidate will speak French, and have significant cultural ties to a Francophone nation.

Camp Operations: Canoe Island French Camp offers summer and shoulder-season programs, mostly for children ages 9-16, but also for families and adult groups. No more than 50 campers are on island for each program, and we have over 20 staff during the summer camp weeks. Please peruse our website for more information. The Director's job requires being knowledgeable about programming, who's on the island, facility and supply needs and priorities, and everything from strategic planning to what's for dessert. We're looking for a very hands-on director who cares about every aspect of camp, and every camper's experience.

Staff Management: Canoe Island French Camp has a strong permanent staff with many years of loyal service to the camp and a deep knowledge of the

camp's operations, facility, and resources. The Camp Director will supervise our current year round staff, consisting of a program director, an administrative director, a facilities manager/island caretaker; seasonal spring, summer, and fall staff of two chefs and a program coordinator; and summer-only staff of ten instructors/counselors, a volunteer camp nurse, and five to six high school senior camp volunteers; and a part-time off-island bookkeeper. The Director will report to the Board of Directors. The camp is managed by a 12-person volunteer board that insures safety, program and facility quality, and fiscal oversight.

Finances and Budget: The total annual camp income is about \$650,000, with the majority of funds coming from program fees. Financial aid for campers is available, to help insure that interested students can attend camp for whatever their families can easily afford. A fund established by the founder of the camp, and generous support from families and alumni, make it possible for the camp to serve the local schools, the San Juan Islands community and families, and the Native American communities of the Salish Sea area, in addition to the camp's regional, national, and international camper families. We are currently fund-raising for, and beginning work on, a new art studio (Atelier) for the camp. Significant future plans include reducing the island's dependency on the grid, upgrading specific facilities, and protecting the island's ecological value in perpetuity.

Safety and Risk Management: Because the camp is located on an island not serviced by the ferry system — and is the sole entity on the island — the Director must be proficient with power boats, and able to obtain a 50- or 100-ton inland master's license (captain's license), if not already so licensed. Other certifications required in the first year include: a Washington state driver's license, Washington state boater's license, CDL drivers license, CPR certification, Wilderness First Responder certification, lifeguard certification, and ACA Camp Director Certificate.

The safety of our campers, staff, and other visitors is of paramount importance to us, and we seek a Director capable of leading the camp during any challenging events. The camp has many safety features and procedures in place, and is a short distance by boat to Peace Island Hospital in Friday Harbor, an industry leading 10-bed critical access hospital associated with the PeaceHealth system of hospitals. The Director position is subject to criminal background check, and random drug testing.

Island Living: The camp is operational from April through October, and the Director's position requires year-round work. During the summer, four two- and three-week summer camp sessions host 50 campers. In the spring and fall shoulder seasons, smaller programs are held for a variety of groups, including schools, tribes, volunteers, and families. Off-season work includes budgeting,

compliance, marketing, fund raising, and other work that can be performed on- or off-island.

During the operational months, at a minimum, the Director and the permanent staff are required to reside on the island in camp-provided housing. Most permanent staff reside on-island all twelve months, providing essential protection to the camp's facilities. We would expect the Director to be on-island for most of the operational period, and prefer nearly year-round residence. The camp provides camp boats, and fuel for business trips via the Director's personal boat. Some travel is required, for example to represent the camp at regional conferences, and to off-island meetings of the Board of Directors.

Compensation: The annual salary range is mid-forties to low-sixties, depending on qualifications and experience. On-island housing is provided, in a stunning architect-designed house with breathtaking views, a sauna, and more storage than you can shake a stick at. Additional compensation includes: Three weeks paid vacation with additional comp days for any 6- or 7-day weeks worked during the program season; health insurance; monthly IRA match of up to 3%; annual salary adjustments keyed to the consumer price index for Seattle area. Potential employment for the Director's partner is possible at camp, or in the area, depending on skill set and experience. Canoe Island 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.

Qualifications Required or Preferred:

- Camp and/or school supervision experience required, ideally including all or most of the following areas:
 - Non-profit compliance and management
 - Budget design and management
 - Program staff hiring and supervision, ideally with international staff
 - Designing and leading camp programming
 - Facility maintenance supervision
 - Food service supervision
 - Marketing and social media
- Land and marine transportation licenses required (within first year):
 - 50- or 100-ton inland master's license (captain's license)
 - Washington state boater's license
 - Washington state driver's license
 - Commercial driver's license
- Safety certifications required (within first year), and experience with risk management required:

- CPR certification
- Wilderness First Responder certification
- Lifeguard certification
- ACA Camp Director Certificate
- Excellent social and interpersonal skills required, specifically good management skills and the ability to connect with children
- Background in educational areas of environment, natural science, natural history desired
- Knowledge of French language preferred
- Ties to Francophone or Salish Sea culture preferred
- Graduate/undergraduate degree preferred
- Legally qualified for permanent work in the United States required.