



**ALBERTA  
HUNTER EDUCATION  
INSTRUCTORS' ASSOCIATION**

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**Alford Lake Conservation Education Centre for Excellence  
Assistant Camp Manager - Job Description**

**Position:**

Assistant Alford Lake Camp Manager (Hereafter referred to as the Assistant Manager)

**Reporting  
Relationships:**

This person will report through the Alford Lake Camp Manager to the President of the Alberta Hunter Education Instructors Association (AHEIA). However, the candidate must be well-motivated and able to work on his or her own with minimal direct supervision. This person will be an employee of the AHEIA.

**External  
Relationships:**

Significant interaction required with all instructors in all elements of Conservation Education program delivery, but the primary activities will be at the Alford Lake Conservation Centre for Excellence. In addition to volunteer instructors, the Assistant Camp Manager will liaise with a number of agencies and organizations as well as members of the public.

This person, at the direction of the Camp Manager, will also assist and be required to liaise with the general public, volunteers and instructors in the conservation education programs to provide direction, bookings, training and supervision for all Conservation Education Outdoor camping programs. The candidate will coordinate and supervise all groups and activities that inquire about or use Alford Lake Conservation Education Centre for Excellence when directed to do so, or in the absence of the Camp Manager. The Assistant Camp Manager will ensure that all users abide by the laws of Alberta while on Association property, the Policy of Alberta Hunter Education Instructors' Association and understand the philosophy that energizes Conservation Education in Alberta.

**Region:** Alford Lake Alberta at the Association owned and operated facility. Groups from across Alberta will be accommodated.

**Expectations:**

To be familiar with all elements of Conservation Education program delivery.

To report regularly on activities including a written monthly report and a weekly schedule.

To record and report statistics and delivery in a variety of prescribed ways.

To promote membership in AHEIA and compliance with AHEIA policies and procedures.

Must be prepared to demonstrate a strong service mentality, treating volunteers as customers. The volunteers are crucial to the continued success of the Conservation Education Program elements and must therefore be treated with due respect and diligence.

Must be honest and trustworthy.

Must be highly organized and detail oriented.

Must be effective in balancing warmth with professionalism.

Must be a willing listener and capable of following instructions.

Must be adaptable and flexible.

Must be willing to work odd hours from time to time. The Assistant Camp Manager must be able to work extensive evenings and weekends in order to accommodate the time volunteers or customers have available. The camp must be staffed at all times and the Manager and Assistant Manager will coordinate time off to ensure appropriate staffing. Additionally, when events of any kind are booked at the facility, the Manager and Assistant Manager must be available and on site or coordinate their absence with the President.

Must be willing to take any additional training if asked.

Must be willing to do a wide variety of tasks.

Must be bondable and willing to sign a confidentiality agreement.

Must be technology / computer literate.

### **Specific Responsibilities:**

- 1) To assist with assigning time slots to groups by coordinating camp bookings in absence of the Camp Manager.
- 2) To ensure that users know in advance exactly what the group's responsibility is and what the Alberta Hunter Education Instructors' Association responsibility is at Alford Lake.
- 3) The candidate will coordinate with a network of Instructors throughout Alberta who will ensure the availability of Conservation Education program elements.
- 4) To be an ambassador of Alberta Hunter Education Instructors' Association by explaining policy and philosophy to all volunteers, visitors and users of Alford Lake Conservation Education Centre For Excellence.
- 5) To recruit, train, certify, and provide direction for new volunteers in all Conservation Education program elements. To assist in all other facets of Conservation Education Program delivery from time to time on an as required basis.
- 6) To assist with AHEIA's volunteer screening process including doing reference checks and interviews of instructor candidates or renewal of existing candidates as per the screening policy in place by AHEIA.
- 7) To explain Conservation Education policy and philosophy to all volunteers to ensure an acceptance of and uniform application of policy province wide, but especially at the Alford Lake Centre.
- 8) The distribution of Conservation Education supplies from time to time ensuring that all involved understand user fee structure, as well as keeping an accurate record of accounts receivable.
- 9) Duties at Alford Lake can be physically demanding. Shipping and receiving heavy supplies, outdoor maintenance etc, will require that the candidate be physically fit and able to load and unload training aids and fulfill physical duties as required.
- 10) To help coordinate and assist at special functions such as the OWP, Youth Camps, Sportsman's Shows, seminars, firearms events, gun shows, NASP program, Hunter Mentor Program and other scheduled programs and events held throughout the Province, but especially at the Alford Lake Centre.

11) To promote and use the in classroom and On-Line training products AHEIA has available as well as assist in the growth of the in classroom and On-Line suite of products.

12) In absence of the Camp Manager, collect fees for camp use and to keep accurate records of invoices for groups who will pay once invoiced by head office.

13) When applicable, supervise staff assigned to the facility.

14) Manage expenses and accounts at various locations in the prescribed format.

15) Other duties as required.

### **Maintenance Specific Responsibilities at Alford Lake:**

1) To assist with the management of the physical facility and to ensure all parts of the “camp” are used with respect and in accordance with Alberta Hunter Education Instructors’ Association policy. Specific attention must be paid to safety protocols at all times.

2) To assist with the use of all equipment to ensure that it is well organized and kept in good working order.

3) To assist with oversight on grounds to ensure the area is neat and tidy and all garbage is disposed of properly. This includes but is not limited to snow removal as required and grass cutting on a regular basis.

4) To see that the facility and all equipment is properly secured and accounted for. This will include control of access to all buildings, the area and all equipment.

5) To assist with the management of the area where groups actually do their camping programs to ensure that individual areas do not experience damage from overuse. This includes but is not limited to the archery range and compass course and any off-site locations assigned.

6) The Assistant Camp Manager will advise the Camp Manager and the President of Alberta Hunter Education Instructors’ Association immediately of any problems related to facility, participants, the area or equipment.

7) Submit a monthly activity report and a weekly plan of activities in the prescribed format.

8) Follow all policies and procedures of AHEIA as prescribed in the operations manual. This includes but is not limited to occurrence reports.

9) Maintenance of an aeration system for Alford Lake.

10) Other duties as may be required.

**Qualifications:**

- A College Diploma in Resource Technology, Education or a University Degree in Education, Resource Management, or the equivalent in training and experience.
- Strong public relations and interpersonal skills.
- A strong background in all Conservation Education Program elements.
- Ability to effectively motivate and supervise projects to their successful and timely completion.
- Ability to be a self-starter.
- To provide a clean pre employment screening including Vulnerable Sector information check.
- A valid firearms licence, drivers licence and basic first aid certification.

**Salary:**

Competitive salary and benefits. Compensation is commensurate with experience and the ability of the AHEIA, acting as a charitable foundation, to raise grants, donations, or other funding to provide remuneration for this position on an ongoing basis.

**Term:**

This is a term employment position. Employment is on a full time contract basis where employment is granted for the initial probationary period of three months. Future terms will be granted on an annual basis and will renew automatically based on:

- a) mutually agreed upon terms and performance,
- b) available funding for the position,
- c) future growth of all Conservation Education Program elements.

### **Rights & Obligations:**

- 1) The prospective employee may need to agree to a pre-employment medical.
- 2) AHEIA will have the right to terminate its contract with the Assistant Camp Manager on written notice to the Camp Manager if:
  - a) the Assistant Camp Manager does not perform his/her obligations under the Contract, in which case AHEIA can terminate the Contract on five days written notice to the Assistant Camp Manager without any additional compensation, or
  - b) if due to illness or other incapacity, the Assistant Camp Manager is unable to perform his/her obligations under the Contract for a period in excess of 30 consecutive days, then AHEIA is entitled to terminate the Contract on 15 days written notice without any additional compensation, or
  - c) if the Assistant Camp Manager commits any illegal act, AHEIA is entitled to terminate the Contract on one day written notice without any additional compensation.
  - d) A more formal contract describing terms and conditions of employment in detail will be made available at the time an offer of employment is provided to the candidate.

Applications:

For more information or to apply, email:

Robert Gruszecki, President  
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