Gavin Lake Forest Education Society

Camp Facility Manager

Live Where You Work. Inspire the Next Generation.

Trade the daily commute for lakeside living. Imagine living and working in a beautiful rural setting, surrounded by forests, fresh air and the natural beauty of Gavin Lake. With on-site housing provided, this is an opportunity to embrace a different pace of life, spend more time outdoors, and make a meaningful contribution to outdoor education and the community.

The Gavin Lake Forest Education Society is seeking a self-motivated, practical and community-minded Camp Facility Manager to oversee the facility operations of one of British Columbia's premier outdoor education facilities. The role is ideal for someone who enjoys rural living, takes pride in maintaining and caring for a property, and finds satisfaction in creating a welcoming, safe and memorable experience for the children, schools and community groups who visit the camp.

This is a full-time, year-round, live-in position offering on-site housing. Living at the camp means becoming part of its day-to-day life, with a degree of flexibility required to support visiting groups, school programs and the seasonal demands of camp operations.

What We Do

- Provide affordable access to our camp facilities for schools, youth organizations and non-profit groups.
- Deliver a multi-day outdoor education program free of charge to every Grade 6 class in School Districts 27, 28 and 74.
- Deliver additional outdoor education programming to other elementary school-aged children from local school districts.
- Offer immersive learning in ecology, forestry, sustainability, wildlife habitat and outdoor recreation including canoeing, archery, orienteering, cross-country skiing and compass navigation.
- Ensure every student has equal access regardless of economic circumstances.

About the Position

Reporting to the Board of Directors and working closely with the Administrative Manager, the Camp Facility Manager oversees all aspects of camp operations including facilities maintenance, guest services, project management and contractor coordination.

Primary Responsibilities

- Oversee day-to-day camp operations and maintenance.
- Maintain buildings, equipment, trails, boardwalks, grounds and water systems.
- Attend Board meetings as required and prepare operational reports.
- Plan and oversee infrastructure improvement projects.
- Additional responsibilities may include grant writing and program instruction

Qualifications

- Experience in camp, facilities or operations management.
- Strong organizational and communication skills.
- Mechanical aptitude and general maintenance experience.
- Ability to work independently and manage multiple priorities.
- Valid class 5 BC driver's license

Requirements

- Flexibility to work occasional evenings, weekends and holidays to support camp operations and visiting groups.
- Ability to coordinate vacation time and time away from the camp with other on-site staff to ensure operational coverage.
- Willingness to participate in the day-to-day rhythm of camp life, including supporting school program logistics, meals, chores and grocery deliveries as needed.

Salary

$24-26/hour plus on-site housing.

Apply Today

If you're looking for a career that combines leadership, outdoor living, community engagement and meaningful work, we'd love to hear from you.

Please submit your resume and cover letter outlining your qualifications and interest in joining the Gavin Lake Forest Education Society to:

Attn: Board of Directors
gavinlakebc@gmail.com

Only those applicants selected for an interview will be contacted.

About Gavin Lake Forest Education Society

The Gavin Lake Forest Education Society is a non-profit organization dedicated to advancing sustainability through forest-focused education. Our volunteer Board includes representatives from local forest companies, the BC Wildfire Service, the Ministry of Forests, School Districts and community volunteers.