



Lake Park Society
1100 Comox Lake Road,
PO Box 1389
Cumberland, BC V0R 1S0

Executive Director Job Description - Lake Park Society

Compensation: \$40/hr with 3 weeks of vacation

Work Hours: Part- time (21hr/wk) or Full-time (37.5hr/wk), dependent on preference and qualifications

Work location: hybrid/remote (Oct-Apr), on-site (May to Sep)

About Lake Park Society and Cumberland Lake Park Campground

Cumberland Lake Park Campground is a popular gathering spot with sandy beaches, camping, climbing crags and hiking trails. The park is located on Comox Lake, near the Village of Cumberland, on the Unceded Traditional Territory of the Pentlatch, E'iksan, Sasitla and Sathlout peoples of the K'omoks First Nation.

Owned by the Village of Cumberland, the park has been operated since 2015 by the non-profit Lake Park Society as a social enterprise, fostering wonder and connection through low-barrier outdoor experiences and learning. The Society delivers around 800 hours of outdoor programming annually, including summer camps, music and movie nights, community watershed tours, and subsidized school programs engaging over 700 students from 35 classes across the Comox Valley. Learn more at cumberlandlakepark.ca.

Job Description

Reporting to the Board of Directors, the Executive Director provides strategic and operational leadership of Lake Park Society, overseeing finances, human resources, programs, business operations and community engagement to ensure the organization's ongoing success and growth.

Leadership & Governance

- Collaborate with the Board to design and execute the strategic plan
- Oversee business operations, finances, programs, and risk management, providing reports and recommendations to the Board
- Align day-to-day operations and the Society's mission, vision, and values.
- Review and update policies and procedures as required

Financial & Administrative Management

- Ensure sound fiscal management including budgeting, monitoring, and accountability
- Negotiate and manage third-party contracts, maintain and expand funding streams.

Human Resources & Staff Leadership

- Recruit, hire, train, supervise and support staff, fostering an inclusive, positive workplace
- Oversee staffing scheduling and ensure compliance with WorkSafeBC standards

- Be available on-call for critical incidents, coordinating response and debriefs

Program & Operations Oversight

- Oversee and support programs and park operations, ensuring quality and compliance
- Manage risk and liability in accordance with industry standards, Village of Cumberland, and LPS policies.
- Step in as needed for on-the-ground tasks
- Manage capital projects, including funding, budgets, contractors, and delivery.

Community Engagement and Advocacy

- Represent the Society publicly, build and maintain partnerships with community organizations
- Promote the Society's mission through marketing, outreach and communications
- Work with the Village of Cumberland to implement the Cumberland Lake Park Master Plan.

Program Management (for full-time position option)

- *Program Coordination* – Lead a team to deliver school programs, summer camps, and community events; guide curriculum development
- *Marketing & Outreach* – Promote programs and build connections with schools and community groups
- *Equipment* – Oversee program equipment, purchasing, maintenance, and budgeting.
- *Program Administration* – Manage customer service, registrations, and program evaluation.

Desired Qualifications & Experience

The ideal candidate is a confident, independent leader with strategic vision, strong staff and financial management skills, and a hands-on, mission-driven approach. Preference will be given to applicants with:

- Leadership experience managing organizations, portfolios, and diverse teams
- Experience collaborating with and reporting to boards or senior management
- Success securing, managing, and growing diverse funding streams
- Experience with budgeting, payroll, and financial systems
- Background or knowledge in education, wilderness programming, outdoor risk management, park management, business management, social enterprises, or the non-profit sector
- Strong organizational skills and ability to work independently with minimal supervision

Requirements

- Criminal record check
- Occupational First Aid Level 1 (OFA-1)
- Paddle Canada Intermediate Big Canoe Leader certification (provided by LPS)

- Workplace Hazardous Materials Information System (WHMIS) certification (provided by LPS)

Physical Requirements

Ability to perform essential physical tasks of the role, work outdoors in varying weather conditions, and assist with operational or program tasks (reasonable accommodations considered).

Commitment to Diversity

Diversity, equity, and inclusion are central to our values and impact. Candidates from all backgrounds and lived experiences are encouraged to apply.

Compensation & Benefits

- Opportunities for advancement as well as additional benefits commensurate with successful job achievement
- Flexible hours and working options
- 3 weeks of vacation

How to apply

Please send your resume, a cover letter, and the contact information for three professional references by email to chair@clws.ca. Please indicate your preference for a full or part time position. If applying for the full-time position, please indicate relevant program management experience. We thank all candidates for their interest. Only those selected for an interview will be contacted. Interviews will continue on a rolling basis until the position is filled.