



Adult & Teen Challenge Society of BC
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JOB DESCRIPTION: CAMPUS MANAGER

Purpose: The Campus Manager provides leadership, oversight, and day-to-day management of the residential program. This role ensures the effective operation of student care, staff supervision, program delivery, and facility management while maintaining a Christ-centered environment aligned with ATCBC mission and standards.

RELATIONSHIPS

Supervisor: Reports to the Director of Centre Operations.
Supervision Exercised: Management
Employment Type: Full-Time

DNA ALIGNMENT

Adult & Teen Challenge BC (ATCBC) is a Christ-centered, non-profit discipleship ministry focused on substance abuse treatment and recovery. Our vision is freeing all people from life-controlling issues through the power of Jesus Christ. This position requires someone who is a born-again, Spirit-led believer and agrees to the Christian doctrines of ATCBC, which are also found on its website.

ATCBC CORE VALUES

- FAITH – Always believing God for the impossible.
- SERVANT LEADERSHIP – Serving selflessly to help others thrive.
- COMMUNITY – Working together as we support one another.
- IMPACT – Transforming society in Jesus’ name.

CULTURAL FIT

- An energetic, positive thinker who is humble, hungry, and smart:
- Humble - serving others and making the engagement experience powerful, whether a customer, a donor, or a fellow team member.
 - Hungry - perform with excellence while striving for continuous learning.
 - Smart - socially and relationally smart in interacting and engaging with others on behalf of the ministry, understanding every team member represents ATCBC.

RESPONSIBILITIES

Staff Leadership

- Supervise, mentor, and support staff and volunteers
- Coordinate schedules and lead regular team meetings
- Assist with hiring, training, and performance evaluations
- Ensure staff complete required training and provide coverage as needed

Program Oversight

- Manage daily operations of the residential program
- Ensure program quality, curriculum delivery, and student progress
- Maintain accurate records and oversee student intake and discharge
- Enforce policies, discipline, and program standards
- Support vocational programming and operational goals

Operations & Facility Management

- Oversee facility maintenance, cleanliness, and safety compliance
- Manage logistics including room assignments and property oversight
- Assist with budgeting and general operations

Community Engagement

- Support outreach efforts and community partnerships
- Participate in fundraising and promotional activities
- Foster positive relationships with students' families
- Ensure a welcoming and supportive intake experience

QUALIFICATIONS

- Strong interpersonal skills and the ability to work with a wide range of people, personalities, and group dynamics.
- Ability to model and inspire a culture of trust, respect and honor amongst students, staff, volunteers, donors, and community members.
- Willingness to learn for the purpose of professional and personal growth and be teachable.
- Strong organizational skills and highly effective communication
- Post-secondary education in addictions, counselling or other related areas are an asset, but not required.
- Experience in addiction recovery or related ministry settings
- Criminal Record Check, including Vulnerable Sector.
- Valid driver licence

WORK ENVIRONMENT

Primarily working from Okanagan Men's Centre - 4550 Glenmore Rd, Lake Country BC

CONTACT

Please send your resume and cover letter, including your salary expectations and a brief explanation of how your experience and personal values align with our DNA and Core Values to Shane Ducholke at sducholke@teenchallengebc.com

Only candidates selected for an interview will be contacted.