



**ALBERTA CAMPING  
ASSOCIATION**

11759 Groat Road NW  
Edmonton, AB, T5M 3K6  
403-703-2013  
info@albertacamping.com

**Job Title:** Accreditation Staff

**Position:** 30 hours/week

**Date Range:** June 15 - August 14 2026 (Seasonal Contract)

**Location:** Various locations around Alberta

**Wage:** \$17.50 an hour

**Reports to:** Executive Director (ED)

**Duties and Responsibilities:**

- Conduct camp site visits across Alberta to support accreditation, ensuring camps meet established safety, inclusivity, and quality standards
- Perform a variety of administrative duties including basic data entry, editorial and administrative tasks and assist the ED in managing the Membership Database
- Work with the ED to arrange volunteer visitors and schedule Accreditation Visits to all applicable camps
- Review submitted documents to assess compliance with standards
- Compile reports of all accreditation visit results
- Use digital tools and technology to track accreditation progress, communicate with camps, and set schedules with camps
- Promote and integrate environmental protection and education by encouraging sustainable practices at camps, sharing resources on conservation, and highlighting eco-friendly standards during accreditation visits
- Ensure consistent communication, timely follow-up, and accurate reporting of accreditation outcomes
- Identify trends and challenges in accreditation standards by observing where camps consistently struggle, and provide feedback on areas that may require review or additional support
- **Please note that due to the dynamic nature of this role, the successful candidate may be asked to perform additional duties not explicitly listed, provided they are within the scope of the ACA**



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**Requirements & Skills**

- Must be able to act in accordance with the policies and procedures set out by the ACA
- Must be able to present a professional, positive representation of the ACA
- Must be able to work independently and remotely
- Must be organized and able to juggle multiple priorities and timelines
- Demonstrate strong problem solving and interpersonal skills
- Must be able to physically meet the demands of the job, which includes extended periods of walking and driving to various locations
- Between the ages of 18-30 (grant requirement)
- Be available for the entirety of the contract
- Have regular access to a reliable vehicle
- Have a valid Class 5 drivers license and be able to submit a drivers abstract upon acceptance of the position
- Have knowledge of, and experience in, the camping industry
- Have excellent planning, time management, and organizational skills
- Show a high level of dedication and enthusiasm to work with others
- Successful candidates will need to complete a Police Information Check with Vulnerable Sector check

**How to Apply:**

Please submit an up to date cover letter and resume via email to [brad@albertacamping.com](mailto:brad@albertacamping.com)