

## CAMP ADMINISTRATOR

- Minimum age 18
- CPR and Standard First aid required
- Level 2 (enhanced) Police Reference Check that has been issued within nine months of commencement of employment.

## CAMP ADMINISTRATOR: DUTIES

1. Maintain database and records
2. Handle phone enquires promptly in a professional manner.
3. Work with program staff to insure that the necessary inventory is available.
4. Assist the Director by confirming special guests and assisting in the planning of activities.
5. Manage and balance petty cash
6. Greet, process and supervise visitors as needed
7. Create schedules such as rotations, cabin assignments, dining hall duties etc. for each camp
8. Communicate to property manager needs outlined by Camp Director
9. Track registration numbers for upcoming camps and report to Camp Cook, Health Staff, Chaplain and Program Staff
10. Liaise with registrars and assist at camp registrations
11. Liaise with Chaplains and Health Staff re: needs for upcoming camps
12. Participate in all aspects of the camp program as required.
13. Carry out any other responsibilities as designated by the Director.
14. Sleep in cabin as needed to assist camp staff.
15. Be part of the rotation for night watch and day supervision rotations and where needed.
16. Work with the Chaplain to assist in the interpretation of the Christian faith to the campers through living and learning experiences.
17. Be available to share areas of interest or specialization with staff and campers on theme days or other special days
18. Complete and submit a final report to the Council with the Director's report. This report is to consist of an evaluation of the position and recommendations for the future

**Expect:** Fast pace environment, long hours, work in a small office space, constant 24 hour mentoring of campers, noise at mealtimes and other times, continuous sitting, standing, bending, squatting, lifting, physical exertion, extreme hot temperatures, a potential for sun burns or slips and falls due to weather conditions or planned activities, exposure to cleaning products, social and emotional situations.

**What you can expect from us:** Group Staff Training in a multitude of camp skills, skilled instruction in camper care, extensive small office experience, how to assess and safely handle a situation, resources to assist personal growth, rest breaks, experience with the campers/youth and chances for staff bonding. Beautiful sunsets. Mosquitoes