

CAMP WILLOWDALE ACADEMY

Title: SUMMER CAMP ADMINISTRATOR

Work Term: July 1st to August 25th 2009

Hours: Monday to Friday 8:00am-3:30pm (35 hrs/wk), SUNDAY 10:30AM TO 12:30PM

Location: Camp Willowdale Academy

Wage/Salary: \$9:50/HR

Description: The Camp Administrator is responsible for the day-to-day administrative duties within the camp office specifically related to camper registration and human resources.

Staff Obligations:

- To conduct oneself in a professional manner at all times and to respectfully represent the camp both on and off camp property.
- To model expected behaviour for staff and encourage enthusiastic participation in all camp activities.
- To be knowledgeable of, abide by and enforce all camp policies and procedures including those for emergencies, code of conduct, health and safety and behaviour management.
- To ensure that the safety, security, health and welfare of all campers and staff are the highest priority and to act accordingly.
- To deal effectively with behavioural and medical issues, accidents or other critical challenges that campers may present. All concerns and actions must be reported to the Camp Director promptly and incident reports must be filed for anything that occurs in your presence.

Responsibilities:

- To oversee all aspects of camper registration including ensuring that the camp has all required paperwork from each family and referral, data entry into the camp's database system, and set-up and maintenance of camper records.
- To communicate with camper families on the phone and in person with regard to camper registrations and payments.
- To ensure that staff records are maintained appropriately with all required paperwork including police checks, health forms, code of conduct forms, certifications etc.
- To keep track of staff hours and to coordinate make-up hours or payroll deductions for staff who are late or away.
- To prepare the weekly staff break schedule, ensuring that all activities maintain good staff coverage.
- To provide the Camp with support in general administrative duties including filing, preparing camp memos, preparing receipts, camp mailings, answering the phone and receiving deliveries.
- To share with the staff team the duties of ensuring the camp site is clean, organized and safe.
- To actively participate in pre-camp orientation, camp set-up, tear down and weekly staff meetings.
- To provide support to the Camp Director in any other camp related duties required by the camp.

Operational Requirements:

- Ability to work in a high energy/busy environment
- Ability to occasionally work extended hours and weekends
- Standard First Aid & CPR Certifications (Red Cross or St. John's Ambulance) and a clear criminal records check are required for this position

Qualifications/Experience:

- Must be working towards or have completed a post-secondary program at a University or College in Humanities, Business, Administration, Education or a related discipline
- Previous experience in a camp environment
- Previous experience in an office environment
- Ability to work independently and in a team setting with strong organizational and planning skills
- Ability to effectively communicate orally and in writing
- Ability to accept feedback/constructive criticism
- Ability to multi-task
- Familiar with Microsoft Office, or Open Office (Word, Excel and Power Point) and experience in an office environment
- Meticulous and pay very close attention to detail.
- Bookkeeping/accounting skills an asset but not required (we can train)