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Description automatically generatedCAMP SPIRIT SUMMER 2022

Position: Administrator

Reports to: Camp Spirit Executive Director

**PURPOSE AND SCOPE OF THE WORK**

The CAMP SPIRIT ADMINISTRATOR is responsible for managing registration, staff and camper documentation, bursary management, communication, and marketing for Camp Spirit. The ADMINISTRATOR will work closely with the Executive Director, Program Directors and Co-Directors to ensure the smooth running of Camp Spirit in each site. The ADMINISTRATOR will manage the Youth Crew application and bursary payment process.

The Camp Spirit Administrator will work in collaboration with the Camp Spirit Executive Director, Camp Spirit Program Directors and Co-Directors, Site Coordinators, and the rest of the Summer Staff Team.

**RESPONSIBILITIES**

**1. Registration:**

* Develop a comprehensive understanding and ability to work with Camp Brain (the Camp Spirit registration platform).
* Provide regular registration reports to Camp Spirit Directors, Co-Directors and Site Coordinators for each Camp Spirit Site.
* Ensure there is an alternative registration process (paper or by telephone) for families that do not have access to a computer or for whom the registration process is not accessible, ex: English Language Learners.
* Be available the first day of each week of camp (via phone and email) to help support a smooth registration process at each camp.
* Strategize and oversee, in consultation with the Executive Director, a plan for camp supply needs including t-shirt ordering and delivery and name tags, for registration.
* Respond effectively and respectfully to all registration inquiries in a timely manner.
* Check in weekly with the Directors, Co-Directors and Site Coordinators at each Camp Spirit (once camps are operating) to discuss registration, communication, and administrative needs.

**2. Communications and Support:**

* Collaborate with Program Directors and Co-Directors on logistics, resources, and newsletters for each site.
* Liaise with the Program Directors, Co-Directors and Site Coordinators about registration updates, class lists, consent forms, participant information, etc.
* Work with Program Directors, Co-Directors and Executive Director to ensure that supplies are shipped to remote Camp Spirit Sites in a timely manner.

**3. Emergency and Safety Plan:**

* Maintain current and accurate emergency and safety plan documentation for each Camp Spirit Site.
* Ensure that Directors and Co-Directors provide a detailed safety plan for any off-site trips (to be approved by site specific ministerial staff).
* Provide the Directors and Co-Directors have the necessary paperwork to ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit program.
* Keep records of Fire Safety Plan and Emergency Preparedness Plan for each site

**4. Marketing**

* In collaboration with the PMRC Communications Manager, ensure Camp Spirit’s marketing and promotion are kept up to date (website, Facebook, Instagram and ChatterBlock).
* Attend to ongoing correspondence in a timely fashion– email, phone, and mail

**5. Account Management and Payroll**

* Support of tasks related to payroll
* Strong working collaborative relationship with Financial Administrator at Pacific Mountain Regional Council
* Manage financials for all resource invoices, reimbursements, food budget for each camp, honorariums, etc.
* Manage and track all staff paperwork including contracts, criminal record checks, HRDC forms

**6. Youth Crew:**

* Manage and oversee the application & registration process for the Youth Crew Program
* Update and manage the Youth Crew registration on Camp Brain in collaboration with the Executive Director
* Manage and oversee reference checks for Youth Crew applicants
* Complete administrative needs and tasks for the Youth Crew training program

**7. Faith and Spirituality**

* Be in essential agreement with United Church of Canada ethos, theology, and values
* Model behavior which is consistent with United Church and Camp Spirit mission vision and values

**8. Support to Executive Director**

* In collaboration with the Executive Director, tasks may be added to the administrator’s duties as required (in full consultation and consideration of workload)
* Collaborate in creating a sustainable administrative infrastructure that will support the growth and needs of Camp Spirit
* Work with the Executive Director to continue to streamline and manage the organization, purchase, and storage of Camp Spirit program supplies.

**9. Additional Duties as required**

**EDUCATION, TRAINING, AND EXPERIENCE**

* + Previous administrative experience
  + Previous experience with Camp Spirit staff is an asset
  + Experience in collaborative team leadership
  + Experience in a faith-based environment
  + Computer skills
  + Previous experience in marketing, social media, and communications as asset
  + Good interpersonal communication skills

**SKILLS AND ABILITIES**

* + Capacity to communicate Camp Spirit mission and values
  + Value and appreciate ministry with children, youth, and young adults
  + Proven communication skills with individuals and groups
  + Ability to organize and be attentive to detail
  + Able to work in an environment where interruptions are frequent
  + Confident with speaking to and directing large groups of people
  + Willingness and ability to provide leadership for and to work in a collaborative team
  + Capacity to be healthy and centered during multiple and varied work demands
  + Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

**THE ADMINISTRATOR WILL BE REQUIRED TO**

* Be available to work in the Camp Spirit office in Burnaby (exact location TBA)
* Have a valid Driver’s License
* Have access to a vehicle

**COMPENSATION**

The remuneration for this salaried position will be based on the applicant’s experience. This position is 40 hours per week from May 1st until September 1st.  During July and August, this full-time work might require some weekend and evening work.

**APPLICATION PROCESS**

Applicants are asked to apply online at**:** <https://campspirit.campbrainstaff.com/>