



## CAMP SPIRIT SUMMER 2023

Position: Summer Administrator

Reports to: Camp Spirit Program Animator & Camp Spirit Executive Director

### CAMP SPIRIT MISSION

Rooted and Growing in Love

### CAMP SPIRIT VISION

In partnership with local United Church congregations, Camp Spirit provides equipped leaders to nurture the spirit of each child, in order to support children and families to live lives of faith, hope, and compassion in the world.

### PURPOSE AND SCOPE OF THE WORK

The CAMP SPIRIT SUMMER ADMINISTRATOR is responsible for managing registration, camper documentation, travel arrangements, communication, bursary management, and marketing distribution for Camp Spirit. The SUMMER ADMINISTRATOR will work collaboratively with the Executive Director, Program Animator, Directors, Assistant Directors, and Co-Directors and the rest of the Camp Spirit Summer Staff to ensure the smooth running of Camp Spirit at each site. The SUMMER ADMINISTRATOR will support the management of the Youth Crew application process.

### 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, Assistant 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 and Program Animator 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, Assistant Directors, and Co-Directors at each Camp Spirit (once camps are operating) to discuss registration, supply, and administrative needs.

#### 2. Communication and Support:

- Collaborate with Directors and Assistant Directors on logistics, resources, and newsletters for each site.
- Liaise with the Directors, Co-Directors and Site Coordinators about registration updates, class lists, consent forms, participant information, etc.
- Work with Directors, Assistant Directors, Co-Directors and Executive Director to ensure that supplies are available and shipped as necessary 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 – *often but not always the Site Coordinator*).
- Provide the Directors and Co-Directors with the necessary paperwork to ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit program.
- Keep records of the 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).
- Respond to incoming correspondence in a timely fashion – email, phone, and mail.

### **5. Account Management and Payroll**

- Support tasks related to resource invoices, reimbursements, honouraria payments, food budget for camps, and credit card purchases.
- Support tasks related to staff paperwork including contracts, criminal record checks, Canada Summer Jobs forms.

### **6. Travel and Schedule Management**

- Support tasks related to travel and accommodation planning for Camp Spirit traveling teams.
- Book and arrange payment for flights, ferries, vehicles, and accommodations as required.
- Provide schedules and necessary documentation to Camp Staff in a timely manner – prior to travel.
- Follow established guidelines for accommodation arrangements and work hours/days.

### **7. Youth Crew**

- Support the sign up & registration process for the Youth Crew Program.
- Update and manage Youth Crew registration on Camp Brain in collaboration with the Program Animator and Executive Director.
- Manage and oversee reference checks for Youth Crew applicants in collaboration with Program Animator.
- Complete administrative tasks as requested, for the Youth Crew training program.

### **8. Support to Executive Director and Program Animator**

- In collaboration with the Program Animator and 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 Program Animator and 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 is an asset
- Experience in a collaborative team environment
- Computer skills
- Previous experience in marketing, social media, and communications an asset
- Good interpersonal communication skills

### SKILLS AND ABILITIES

- Capacity to communicate Camp Spirit mission and values
- Value and appreciate work 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
- Ability to work in a collaborative team environment
- 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)
- A valid Driver's License is not required but would be an asset

### COMPENSATION

The remuneration for this salaried position will be based on the applicant's experience. This position is 40 hours per week from May 1<sup>st</sup> until September 1<sup>st</sup>. 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/>