



CW&PMRC F3 Ministry – SUMMER 2026

Position: First Third Administrative Assistant (Summer Programs)

Reports to: First Third Resource & Engagement Facilitator

**Connect. Equip. Inspire.**

### **FIRST THIRD MINISTRY VISION**

The First Third Ministry of Chinook Winds, Northern Spirit, and Pacific Mountain Regional Councils partners with United Church of Canada communities, to inspire those in the first third of their life, to live Christlike lives of justice, hope and compassion in the world.

### **PURPOSE AND SCOPE OF THE WORK**

The FIRST THIRD SUMMER ADMINISTRATIVE ASSISTANT is responsible for managing registration, camper documentation, travel arrangements, communication, bursary management, and supporting marketing distribution for CW&PMRC First Third Summer Programs. The FIRST THIRD SUMMER ADMINISTRATIVE ASSISTANT will work collaboratively with the First Third Resource & Engagement Facilitator, Camp Spirit Regional Minister, Chinook Winds Camping Minister, and the acting F3 Ministry Team Lead.

### **RESPONSIBILITIES**

#### **1. Registration:**

- Develop a comprehensive understanding and ability to work with SmartRec (the First Third Ministry registration platform).
- Provide regular registration reports to Camp Team Leads and Site Hosts for each Camp 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 on 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 First Third Resource & Engagement Facilitator, Camp Spirit Regional Minister, and Chinook Winds Camping Minister – 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 Team Leads at each Camp (once camps are operating) to discuss registration, supply, and administrative needs.

#### **2. Communication and Support:**

- Collaborate with Team Leads on logistics, resources, and newsletters for each site.
- Liaise with the Team Leads and Site Hosts about registration updates, class lists, consent forms, participant information, etc.
- Work with Team Leads and First Third Resource & Engagement Facilitator to ensure that supplies are available and shipped as necessary to remote Camp Spirit Sites in a timely manner.

- Respond to incoming correspondence in a timely fashion – email, phone, and mail.

### **3. Emergency and Safety Plan:**

- Maintain current and accurate emergency and safety plan documentation for each Camp Site.
- Ensure that Team Leads provide a detailed safety plan for any off-site trips (to be approved by site specific ministerial staff – *often but not always the Site Host*).
- Provide the Team Leads with the necessary paperwork to ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit and Camp Caravan 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 Camping ministry marketing and promotion are kept up to date (website, Facebook, Instagram).

### **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, and Canada Summer Jobs forms.

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

- Support tasks related to travel and accommodation planning for Day Camp travelling 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.
- Provide travel details to Homestay Coordinator to be shared with Homestay Hosts in a timely manner.
- Follow established guidelines for accommodation arrangements and work hours/days.

### **7. YouthCrew**

- Support the sign up and registration process for the YouthCrew Program.
- Update and manage YouthCrew registration on SmartRec in collaboration with the First Third Resource & Engagement Facilitator and Regional Minister.
- Manage and oversee reference checks for YouthCrew applicants in collaboration with First Third Resource & Engagement Facilitator.
- Complete administrative tasks as requested for the YouthCrew training program.

### **8. Support to Camp Spirit Regional Minister and First Third Resource & Engagement Facilitator**

- In collaboration with the First Third Resource & Engagement Facilitator, Camp Spirit Regional Minister, and Chinook Winds Camping Minister, 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 Regional First 3<sup>rd</sup> Camping Ministries.
- Work with the First Third Resource & Engagement Facilitator, Chinook Winds Camping Minister, and Camp Spirit Regional Minister to continue to streamline and manage the organization, purchase, and storage of Camp Spirit program supplies.

### **9. Additional Duties as required**

## SKILLS AND ABILITIES

- Capacity to communicate day camp values
- Value and appreciate working 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

## EDUCATION, TRAINING, AND EXPERIENCE

- 1+ year of administrative experience
- Previous experience with Camp Spirit is an asset
- Experience in a collaborative team environment
- Computer skills with MS Office, Outlook, Canva, and Weebly
- Previous experience in marketing, social media, and communications an asset
- Good interpersonal communication skills

## 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 and between \$19.00 - \$21.00/hour. This position is 40 hours per week from May 12<sup>th</sup> until August 29<sup>th</sup>, 2025. During July and August, this full-time work might require some weekends and evenings. Days in lieu will be planned accordingly.

## APPLICATION PROCESS

Applications will be open from December 19<sup>th</sup> to January 15<sup>th</sup>, 2026. [Apply here.](#)