



North Bramalea United Church

Camp Administrator - Mighty Day Camp 2018

Job Description

North Bramalea United Church seeks a college or university student for the position of Camp Administrator for the summer of 2018. The summer program consists of day camps for children entering SK to grade 5, and youth from grades 6 to 8, with singing, crafts, games, sports, bible lessons, water play and walking trips to nearby parks. Our Camp season is July 3rd to August 17th and hours are 8am to 5pm Monday to Friday.

Role

This position is responsible for the administrative work that comes with camp, while also being active within the camp day and offering support where needed. This position will have set hours for completing administrative work, and set hours for supporting camp.

Responsibilities

- Maintain camp registration database (Planning Centre) and gmail account
- Respond to camp inquiries received by email and phone
- Create, print and organize attendance and group lists
- Print and organize daily schedules
- Email parents to prepare them for the camp week ahead
- Create, print and email the weekly camp newsletter, including photographs highlighting the week
- Handle payments and contact parents with outstanding balances
- Create and distribute receipts for camp payments
- Maintain camp budget spreadsheet
- Operate the a.v. booth for daily worship time & any movies shown
- Support volunteers and other staff in the daily functioning of camp

Qualifications

- Enrollment in full-time college or university studies in Sept 2018
- Former Camp Staff experience an asset
- Previous leadership in Christian context an asset
- Experience in collaborative team setting
- Experience working with children with special needs an asset
- Knowledge and experience responding to emergency situations as laid out in the Mighty Day Camps Camp Management Guide
- Experience and training in responding to disclosures of abuse from children as laid out in the Mighty Day Camps Camp Management Guide.
- Police Records Check Level 2 to be submitted before camp begins.

Skills and Abilities

- Excellent Computer skills
- Experience and comfort in creating engaging newsletters
- Team building skills
- Experience and comfort offering leadership in a Christian environment
- Proven communication and conflict resolution skills with individuals and groups
- Proven pastoral care skills
- Ability to organize and be highly attentive to detail
- Able to work in an environment where interruptions are frequent
- Able to work effectively in the midst of multiple and varied work demands
- Maintain a high level of confidentiality

Accountability

Reports directly and is accountable to the Children's Ministry Lead at North Bramalea United Church

Application Deadline: March 19, 2018

Send resume and cover letter to mightydaycamps@gmail.com