

POSITION DESCRIPTION

SUMMER ADMINISTRATOR

Discover the warmth of our hospitality at Camp Caroline. Located in the foothills of the Canadian Rockies, we are one of Alberta's premier year-round Christian camp and retreat centers.

We strive to create getaways with greater purpose that encourage life-changing experiences, therefore our skilled staff are carefully selected with our campers and guests in mind. Camp Caroline staff are recruited not only for their ability to perform their duties, but also for their trustworthy character and commitment to serving campers and guests with an exceptional standard of care.

In ministry, details matter. A strong administrative foundation allows those serving in ministry to pour into the fostering of impactful relationships, rather than attending to the continuous flow of administrative needs. The Summer Administrator will work alongside the Director of Summer Camps in laying the administrative foundation to deliver high impact summer camp experiences. They will also conduct the Processing and interviewing of volunteers to find ones that uphold the mission, vision, and values of the ministry of Camp Caroline. It is expected that the Summer Administrator will serve the Summer Camps programs, Lead programs, and general ministry programs of Camp Caroline, and will commit to serving campers, guests, and staff with an exceptional standard of care.

Department: Ministries

Reports To: Director of Summer Camps

Term: 13.5 weeks

Start Date: May 29, 2023

End Date: August 29, 2023

Compensation: \$450 / week

Requirements:

- A personal profession of faith in Jesus for salvation and witness of obediently following him
- A member or adherent in an evangelical church
- Agreement with the mission, vision, core values, and core commitments of Camp Caroline
- Demonstrated ability to maintain healthy working relationships with a team
- Demonstrated administrative and/or office experience
- Strong organizational skills with an attention to detail
- Demonstrated skills in writing and grammar
- Demonstrated ability to initiate and follow through on projects with excellence
- Demonstrated interpersonal and communication skills
- Demonstrated ability to handle sensitive and/or confidential situations with respect
- Availability to work regular and irregular hours
- Good health and stamina
- Preferred minimum 18 years of age
- General computer knowledge and ability to use Microsoft Office and other basic software

- Valid driver's license
- Completion of reference and background checks

General Responsibilities:

- Uphold the mission, vision, core values, and core commitments of Camp Caroline with the highest standard of excellence
- Uphold Camp Caroline policies and adhere to policies, best practices, and principles related to standards of service care as established by recognized authorities
- Assist in nurturing the spiritual atmosphere of Camp Caroline for campers, guests, and staff
- Develop a welcoming atmosphere and safe environment for campers, guests, and staff
- Anticipate and attend to camper and guest's service needs

Requirements for Summer Administration:

- **Main Purpose:** To lead campers in the faith journey of becoming a disciple of Jesus Christ, accepting each one at whatever place they may be at spiritually, and helping them grow closer to Jesus Christ through encouraging them in:
 - First Steps – Beginning a life-long journey with Jesus
 - Next Steps – Following Jesus faithfully
 - Servant Leadership – Exemplifying Jesus' love and concern for others

Administrative roles:

- Work with the Director of Summer camps to lend administrative support to the summer camps and Lead programs of Camp Caroline
- Lend administrative support to the Director of Finance regarding personnel files and record keeping
- Assist in the creation of summer camp schedules as assigned
- Assemble camp manuals and booklets
- Provide leadership to staff during the Sunday camper registration process
- Send out electronic satisfaction surveys to campers and guests at the end of each week
- Create and distribute check in/out forms for children's and youth programs during family camps
- Assist the Director of Finance in the organization, inventory and running of the camp store
- Track and keep a record of summer staff camp store tabs

Staff Leader roles:

- Provided direct and continual leadership to your assigned staff team- Support Counselors and Dish Crew Leaders
- Schedule your staff team and volunteers
- Provide additional support and leadership to the Summer Staff Team as a whole

Volunteers:

- Work with senior leadership and ministry staff to promote, recruit and select volunteer staff that support the vision and values of Camp Caroline
- Conduct interviews and reference calls for volunteer applicants
- Collect and organize volunteer records, files and paperwork in consultation with Director of Finance

Summer Camp Responsibilities:

- Participate fully in summer staff training, events, and chapels
- Regularly look for ways to extend hospitality and care to campers and guests
- Work consistently to keep Camp Caroline clean and guest ready

- Be on time, every time
- Participate in all summer camp events, and assist with them as required
- Participate in the "Adopt a Family" program during family camps
- Assist with drama and worship teams as desired
- Attend and participate in all Worship Times, Evening Events, and Campfires, unless involved in other camp duties
- Work with other staff to foster an effective atmosphere at all summer events and activities
- Step into other summer camps roles as assigned

Time Management Expectation:

- Summer camps and lead programs administration – 30%
- Providing leadership and direction to directed staff – 15%
- Volunteer interviews and processing– 15%
- General camp ministries administration – 15%
- Summer camp involvement and participation – 20%
- Other camp duties – 5%

Key Working Relationships:

- Director of Summer Camps
- Director of Finance
- Director of Lead
- Summer Leadership Team
- Summer Staff
- Volunteer Staff