
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.

Summer Camps have always been a critical piece of the ministry at Camp Caroline. Something significant happens in the lives of children and adults when they have the chance to step away for a week and have a life-giving experience in an exciting new setting. You will play a critical role as a staff member in our mission to foster first steps, next steps, and servant leadership in the lives of our campers and guests. As the Summer Administrator, you will be responsible to help provide unforgettable, high impact experiences and holistic camper care while creating a sense of wonder and adventure for each individual camper.

Department: Ministries

Reports To: The Admin Team Leader, Director of Summer Camps and Assistant Director of Summer Camps

Term: 10.5 weeks

Start Date: June 10, 2026

End Date: August 24, 2026

Compensation: \$340 / 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
- 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

- 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

Summer Administrator Responsibilities:

- **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
- Create and compile the summer camp schedules as assigned by the Admin Team Leader (Cabin Activity Schedule, Counselor Break Schedule, Main Weekly Schedule, Meal Hosting Schedule...)
- Assemble Family Camp booklets
- Manage and organize T-shirt Preorders
- Restock the vending machines as needed
- Work alongside the Admin Team Leader to log and track all donations and staff tabs in the Camp Store
- Work alongside the Admin Team Leader to track and log staff Craft Shack and Snack Tabs
- Capture quality photos of camp highlights for the Camp Caroline social media pages as assigned by the Admin Team Leader
- Upload and organize photos for advertising purposes
- Temporarily provide leadership and care for a counselor's cabin for an activity block
- Communicate with the counselor beforehand about where you will pick up and drop back off the cabin
- Assist with answering phone calls

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 schedules – 40%
- Taking photos for social media– 15%
- Other admin tasks – 25%
- Counselor Support – 15%
- Staff meetings – 5%

Key Working Relationships:

- Admin Team Leader
- Director of Summer Camps
- Assistant Director of Summer Camps
- Summer Leadership Team
- Director of lead and Communications
- Summer Staff
- Volunteer Staff