

Position Description: Camp Administrator

All Camp Douglas Staff are expected to be servant leaders, with the flexibility and willingness to help out wherever help is needed. The following is an outline of the specific responsibilities of the position that you will be filling this summer. Most important, however, is your role as a living example of what it means to be a member of a Christian Community: Leading, living, laughing, and giving with love, patience, and understanding.

The Camp Administrator is expected to take a leadership role in ensuring that the camp is run smoothly. He/she is responsible for ensuring that supplies of needed materials are always adequate, that the tuck shop is properly run, and -- in cooperation with the Camp Treasurer -- that the financial records are properly kept. The administrator will also be expected to communicate directly with parents / caregivers concerning camper accounts and other needs.

Responsible for: Although the Administrator is not regularly responsible for camper supervision, he or she will be expected to participate in general supervision of campers ages 5-17 years old during whole camp activities.

Qualifications and Skills:

1. A committed relationship with Jesus Christ, a growing faith and the freedom to share the same.
2. An understanding of and caring for children, and the ability to live and work in a camp environment.
3. Skills in office management, accounting, interpersonal relations etc.
4. Experience with using office software such as Excel, and readiness for learning Active registration software.
5. A minimum of 19 years old, unless otherwise approved by the Camp Committee.
6. A flexible and patient nature.
7. The ability to maintain an organized environment in the midst of a variety of distractions.
8. A successful result from screening procedures such as: police record check, reference checks and verification of special training certificates.

Orientation, Training, Supervision & Evaluation:

1. Training week will provide 5 days of full-time orientation and training in the following areas:
 - a. The Leading With Care Policy of the Presbyterian Church in Canada
 - b. Health & Safety procedures such as Universal Precautions, water safety, kitchen rules, archery safety
 - c. Weekly Emergency Drills for fire, missing camper, stranger/wild animal on property, or other emergencies
 - d. Common characteristics and developmental stages of children and youth
 - e. Bible study / worship preparation
 - f. Camp Douglas Policy manual
 - g. Property & Activity orientations
2. Weekly supervisory / mentoring meetings with Camp Director, Camp Committee Representative or Treasurer
3. Mid-summer evaluations with Camp Director & Treasurer
4. Weekly evaluations and feedback sessions within the Administrative team
5. Daily supervision by Camp Director

Specific Responsibilities:

1. To participate fully in all aspects of the camp program.
2. To work with the Camp Director in the pre-season set up of programs and the post-season reporting and evaluating of programs.
3. To work in the pre-season with the Camp Douglas Treasurer to set up financial systems for the summer season.
4. To work with the Camp Douglas Registrar to create a database of camper registrations.
5. To process all applications, depositing payments, sending confirmation letters, and organizing cabin arrangements.
6. To pass on all medical information for each week's campers to the First Aid Attendant.
7. To pass on all swimming information for each week's campers to the Waterfront Director.
8. To pass on all dietary/allergy information for each week's campers to the Head Cook.
9. In consultation with the Camp T-Shirt Production Official, to organize and operate the Camp Tuck Shoppe, ensuring that it is always well stocked, efficiently run, well organized and delivered daily to cabins.
10. To collect Tuck monies at the Ferry Terminal on the first day of camp, keep track of all money spent over the week, and reimburse funds unspent on the last day of camp.
11. To ensure that the camp office is kept organized and efficient.
12. To participate in camp clean-up through-out the summer and at the end of the summer.
13. To submit a report to the Camp Committee at the end of the summer.

Schedule & Commitment:

1. Camps run Sunday afternoon to Friday afternoon for 10 weeks from July to August.
2. Training week and Core Planning week attendance and participation are mandatory.
3. Communications, data entry, registration, planning work is expected beginning June 1st, approximately 10 hours per week until Training week.
4. Communications, data entry, year-end reporting work is expected in September, approximately 20 hours in total.