

Camping Administrator – Camp Woolsey

Girl Guides of Canada, Ontario Council

Priority hiring for this position is given to the applicant who can complete the full contract and will be a student in September directly following the summer program at camp.

Requirements of Position (must have, or be willing to obtain, to apply for position):

- Able to be a member of a dynamic staff team to support the delivering a girl-centered, exciting camp program experience to girls. Able to adhere to camp policies which may be limiting and not necessarily reflect your way of living.
- Able to live and work in a camp community setting with limited privacy and personal space.
- Flexibility to work long hours with a wide variety of individuals from a wide-variety of backgrounds and circumstances.
- Able to recognize emotional stressors and implement self-care strategies. Able to discuss emotional and social needs with supervisors.
- Able to participate in all training programs required for this position. Mandatory in-person training will occur within your contracted dates. A few hours of on-line training may be required to be completed prior to the first date of your contract.
- Be available for the full duration of the camp program.
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.
- **This position does not require a person to live at the camp.**

Qualifications (must have, or be willing to obtain, to apply for position):

- Minimum of 1 year experience in an administrative role, which includes proficient knowledge of a Windows computer environment (Word, Excel, OneNote, Outlook).
- Demonstrated superior organization, communication and customer service skills.
- Police Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada. If hired, Girl Guides of Canada, Ontario Council will cover the cost to complete a PRC through our process only and we will provide further instruction once hired.
- Knowledge of the Girl Guides of Canada program is an asset.

Reports to: Camp Director

Accommodation: Not required to live on site. If living on site, staff accommodations will be provided and may be assigned to stay on a site (building or tent) to help cover ratio or support staff if needed. Additional work hours to be negotiated to cover room and board.

Responsibilities (training for these “responsibilities” will occur before you begin your role):

- Be conversant with the public regarding summer camp program opportunities advertised for the current year.
- Provide front line service to parents, campers, vendors and staff who contact the camp.
- Copying, printing, stamping, sorting and labelling of all support materials required to run the camp. This includes but is not limited to: site lists, meal counts, health forms, badge brochures, camper labels, postcards. Uploading camper pictures and swim tests into CampBrain.
- Provide efficient and effective customer service to parents, campers, vendors and staff at all times. This includes but is not limited to:
 - Processing of requests within the same business day or notification of delay to the requestor
 - A professional, respectful and polite manner when dealing with customers
- Confirm all busing and excursion reservations one week prior to the event.
- Timely answering of phones and emails to ensure all issues are managed within the same business day. Retrieval of voicemail as required.

- Appropriate logging of camper intake and follow up to any inquiries that are received. Provide the camp with the requested administrative support for the operations of the camp. This includes but is not limited to:
 - Accounts payable/receivable
 - Camp reports
 - Purchase Card receipts & mailing compliance
- Provide staff team with accurate reports obtained through Camp Brain.
- Provide the Camp Director any information that has been provided directly to the camp within the established timeframes.
- Maintain all files:
 - Accurately and with all appropriate detail required for the effective use of information in the operations of the camp
 - All electronic and paper files in an organized, secure environment
 - In a confidential manner with access limited by the directions of the Camp Director and the policies of Girl Guides of Canada
- Oversee the distribution of mail, email and faxes to campers and staff within the same day they are delivered.
- Be an effective role model to campers and colleagues. This includes but is not limited to living the vision, mission and values of Girl Guides of Canada, the respectful treatment of all campers/staff, compliance with all rules/regulations, maintaining a clean & safe work/living environment and general behaviour throughout the employment period.
- Ensure that the Camp Management is notified of any concerns as they arise.
- Maintain respectful confidentiality at all times.

Dates of Contracts and Availability (includes training):

<p>Camp Woolsey Ottawa, ON Summer Overnight Camp (SOC) & Day Camp (SDC)</p>
<ul style="list-style-type: none"> • June 28 - Sept 4

Notes:

- Assignment to other areas of work can be assigned as required to effectively deliver the program requirements of a specific time period. This reassignment is at the discretion of the Camp Director in consultation with the Camping Supervisor.
- Girl Guides of Canada, Ontario Council reserves the right to assign employees to assist at camps, within our organization, other than those to which they are hired.
- Girl Guides of Canada, Ontario Council reserves the right to assign occasional work outside of listed hours with the reciprocation of appropriate compensation for missed time off.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

