



Camp Menesetung

Job Description: Administrative Assistant

Part-Time May-June | Full-Time July-August Seasonal Position:

May-June: Flexible days during working hours averaging 20 hours/week paid at \$14.00/hour, Camp accommodations provided for personal lodging.

July-August: Full time residential Sunday-Friday position. Salary dependent upon experience, Room & Board included.

Job Purpose and Reporting Structure

The administrative assistant will perform a wide range of administrative and office support activities to assist the Summer Camp Director and Executive Director in their duties and facilitate the efficient operation of Camp Menesetung. This position reports to the Summer Camp Director and Executive Director.

Essential Duties and Responsibilities

Throughout:

- Become familiar with the Camp Menesetung policies, protocols, and programs to the extent where you can comfortably answer a range of general inquiry questions from the public.
- Become familiar with our registration software 'Camp Brain'.
- Maintain an electronic and hard-copy filing system.
- Perform general clerical duties including: printing, photocopying, filing, and mailing.
- Provide helpful customer service to all visitors and inquiries in-person, over the phone, or via email.
- Prepare and modify documents including correspondence, welcome packages, packing lists, reports, emails etc.
- Open, sort, and distribute incoming correspondence.
- Resolve administrative problems and inquiries
- Regularly connect with the Menesetung community by maintaining a mailing-list, Instagram, YouTube channel, and Facebook page and keeping the community up-to-date in-line with community engagement best practices.
- Monitor the weather to provide outdoor programs advance rain or storm notice, and to initiate severe weather emergency response as needed.
- Spearhead the camper Christmas card initiative.

Before campers arrive:

- Assist in processing summer camp registrations ensuring timely confirmation and providing supplementary information packages upon confirmation: Week Specific Camper Welcome Package, Packing Lists etc.
- Ensure that all registration information has been organized, distributed, and/or posted to the appropriate staff in advance: i.e. cabin assignments & health forms to health care provider, food allergies to the kitchen, schedules, supplementary materials etc.

- In-advance of camper arrival ensure that all families have completed the required forms, paid in-full, and been sent all the information they need for their time at Camp. Pursue the completion of all un-completed forms/payments, consulting the Executive Director for all matters regarding bursary funding.
- Organize and label all pre-purchased camp merchandise and camper t-shirts.
- Develop and print weekly camper sign-in/sign-out sheets, camper information documents for counsellors, and staff/LIT evaluation forms.
- Initiate documentation and reporting for our REACH partnership, providing 1:1 support counsellors with materials and reports they require.

While campers are on-site:

- Provide a mid-week update to all families of first-time campers, informed by counsellor observations (it's even better with a picture!).
- Print and distribute camper mail.
- Follow-up with all families regarding questions of their child's care.
- Assist in the collection and consolidation of marketing materials.
- Actively participate in camp-life by assisting staff, and encouraging campers.

After campers depart:

- Following camper departure, ensure that all families receive a statement of account, and feedback survey.
- Follow-up with families seeking lost & found.
- Collect and file program sheets from all program staff.
- Update camper profile with counsellor notes for future reference.

To all Fellow Staff

- Follow camp-wide rules and enforce these rules when necessary with campers.
- Are punctual when arriving and departing from all camp activities.
- Actively volunteer to complete jobs or tasks that have not been done.
- Take care of yourself and seek support! We need you at your best, it is your responsibility to take care of yourself and seek out support from the team.
- Seek out ways in which you can support a fellow staff. If you find yourself with a free moment, think 'Do my fellow staff members need extra help supervising campers? Setting up? Cleaning up?' Etc.
- Respect your fellow staff, ensure that any issues, violence, or harassment are deescalated and reported immediately to the Director(s).
- Work together to create the best possible experience for our campers.

To Camp Menesetzung

- Communicate daily and when necessary with the Summer Camp Director and Executive Director.
- Understand and follow all camp policies, protocols, and procedures outlined in the Staff Manual.
- Promptly communicate all health & safety concerns, accidents, injuries, and illnesses to the Health Care Provider.
- Ensure activities and cabin talk reflects the overall Christian atmosphere of the Camp.
- Escalate concerns regarding camper issues, staff members, bullying, violence or harassment, or any relevant concerns to the Leadership Team.
- Keep track of all supplies and informs Camp Directors of any losses, damages, or shortages.

- Work with any visiting guests and parents who have come on-site to lead programming or to a meeting, providing them with any necessary instructions, and answering all questions to the best of your ability, or seeking answers to the questions they have.
- Ensure prompt arrival at scheduled times. Giving as much notice as possible to the Directors if scheduled attendance is impossible for legitimate reasons.
- Communicate all unavailability a minimum of 2 weeks before campers arrive.
- Conduct yourself as a professional representative of Menesetung to all campers, parents, teachers, etc. always, including when not actively working, and on social media platforms.

Performs all other duties designated by the Summer Camp Director or Executive Director.