



## Day Camp Admin Assistant Job Description and Expectations

In addition to the below expectations for the Day Camp Admin Assistant, all Covenant Harbor summer staff must meet the [General Summer Staff Expectations](#) and agree to the [Summer Staff Covenant](#).

### Job Description

The Day Camp Admin Assistant is primarily responsible for supporting the Day Camp program by managing its administrative tasks and providing timely and accurate information, services, and support to the Youth Ministry Team and summer leadership staff. They will work with the Admin Lead and Admin Assistant to create a seamless and successful experience for parents, campers, counselors, and program leads by owning the details of Day Camp check-in and check-out, the camp store, printed communication materials, occasional special events, etc. They will balance the needs of the 1st-3rd grade, 4th-6th grade, and 7th-9th grade programs to ensure that all are set up for success with the tools that are required. The Day Camp Admin Assistant will also connect with individual cabins in the evening as a cabin buddy.

### Expectations

- In coordination with the Day Camp program leads, the Youth Ministry Team, and the year-round Program Registrar, prepare for daily check-in and check-out procedures, creating an efficient and welcoming environment for parents and campers.
- Assist campers with locating lost-and-found items, and coordinate with the year-round Housekeeping and Guest Services teams to create an organized lost-and-found system.
- Ensure counselors have the supplies they need, including wristbands, camper lists, medical reports, daily camper reports, and end-of-week evaluations.
- Support Covenant Harbor's federal food program by accurately counting the breakfast snacks and lunches served to day campers.
- Create systems to expedite processes for returning campers, such as tracking swim challenge results week over week.
- Communicate with year-round Covenant Harbor staff members who interact with and need to know information about the Day Camp program, such as the kitchen staff, Registrar, Receptionist, Health Director, and Youth Ministry Team.
- Organize weekly merchandise to ensure campers receive the items they purchased during registration or at check-in.
- Accommodate and organize late check-ins and early check-outs as requested by camper parents.
- Learn and implement inventory control systems and run the camp stores while helping campers to manage their canteen money and make good decisions.
- Input and update merchandise sales, camper updates, account information, and any necessary follow-up into camper accounts in our administrative software.
- Manage your own schedule, meet deadlines for projects, and plan your daily tasks wisely. Be early to the activities you are running, especially for free time.
- Develop, capture, and input camper and parent follow-up and feedback forms. Communicate feedback with program leads and the Youth Ministry Team as appropriate.
- Assist the Youth Ministry Team and Program Leads with financial records, correspondence with parents and churches, camper registration, closing day organization, and opening day facilitation.
- Build a positive rapport with campers and parents.
- Assist with program activities as able and required.

### Requirements

- Be at least 18 years old by May 31, 2021.
- Be available to live onsite at Covenant Harbor from May 31 to August 12.
- Experience and skills in interacting with elementary, middle school, and/or high school students.
- Ability to pass a background check.
- Strong interpersonal, communication, and leadership skills.
- Excellent administrative skills.
- Proficiency in Microsoft Office and Google Suite, and aptitude for learning online administrative systems.
- Must be able to participate in potentially strenuous physical activities.
- CPR and First Aid certifications are preferred, but not required.