



## Admin Assistant (Day Camp) Job Description and Expectations

### Job Description

The Admin Assistant (Day Camp) 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 and 4th-6th grade programs to ensure that both age groups are set up for success with the tools that are required. The Admin Assistant (Day Camp) will also connect with individual cabins in the evening as a cabin buddy.

**Supervised by:** Admin Lead

### Specific 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 the 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, Program Registrar, Receptionist, Health Services 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.
- 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 of summer organization, and opening day of summer facilitation.
- Build a positive rapport with campers and parents.
- Assist with program activities as able and required.
- Serve as a cabin buddy for an overnight program in the evenings, as assigned.

## Requirements

- Be at least 18 years old by May 26, 2022.
- Be available to live onsite at Covenant Harbor from May 26 to August 11, 2022.
- Experience and skills in interacting with elementary and/or middle 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.

## General Expectations for All Summer Staff:

- Cultivate a growing, healthy, and mature personal relationship with God.
- Be flexible. The nature of camp is that things come up unexpectedly and plans must be adjusted. Be willing to shift as directed by supervisors.
- Form positive, caring, healthy, appropriate relationships with supervisors, peers, and campers. Get to know others as individuals and walk alongside them in the temporary community of camp as they determine their next right step of faith.
- Be positive and look for the best in people, situations, and camp.
- Actively supervise campers. Manage risks and discern what is best for campers and for yourself. Make wise choices to keep campers physically, emotionally, and spiritually safe at all times.
- Manage and redirect camper behavior, mediate conflict, and help guide campers to have a successful week.
- Take direction from supervisors and be a team player. Do not undermine the leadership of others.
- Keep yourself mentally, physically, spiritually, and emotionally healthy. Make time for rest and self-care.
- Solve your own problems to the extent that you can, and know when it is time to ask for help.
- Conduct yourself in a professional manner when interacting with parents, campers, year-round Covenant Harbor staff, and other summer staff.
- Assist with general camp tasks as assigned, which may include, but are not limited to, assisting in the food service, housekeeping, maintenance, and youth ministry departments as needed, and assisting with weekly camper check-in and check-out procedures as directed.
- Contribute to a healthy staff community. Do not participate in gossip, exclusion, willful breaching of your employment agreement, etc.
- Set an example for all staff and campers that is positive and above reproach.
- Work well with your team. Build upon each other's strengths and assist each other when you are struggling.
- Perform emergency and safety procedures as required and trained.