



## Admin Assistant (Parent)

### Job Description

Our summer camp vision is to love kids and share Jesus. Summer staff should have a committed and growing personal relationship with Jesus Christ. Staff are expected to be hardworking and responsible. Staff should be willing to serve in and outside of the following job description. Staff should contribute to a healthy staff community and not participate in gossip, exclusion, willful breaching of your employment agreement, etc. Staff should set an example that is positive, above reproach and looks for the best in others. Staff are expected to perform emergency and safety procedures as required and trained.

The Admin Assistant is primarily responsible to excel at serving campers, parents, staff and guests by providing timely and accurate information, services and support to the Program Team and summer leadership staff. They will also work with the Admin Lead and Admin Assistant (Day Camp) to create seamless behind the scenes operations. The Admin Assistant will also connect with individual cabins in the evening as a cabin buddy.

### Specific Expectations

- Work with the Admin Team and year-round Program Registrar to prepare for all camper check-ins and check-outs.
- Learn and implement inventory control systems and run the camp stores while helping campers to manage their canteen money and make good decisions.
- Work with the Program Team to refine the parent communication plan.
- Coordinate with the year-round Housekeeping and Guest Services team to create a lost and found system.
- Input and update merchandise sales, camper updates, account information and any necessary follow up into camper accounts in our administrative software.
- Develop, carry out and input camper and parent follow up and feedback forms. Communicate feedback with Program Leads and the Program Team as appropriate.
- Assist the Program 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.
- Organize, distribute and collect camper mail and emails.
- Receive, manage, and respond to phone, email, and social media messages from camper parents.
- Support the many administrative and organizational aspects of camp.
- Serve as the main person on-call for after-hours parent emergencies when the camp office is closed.
- Accommodate and organize late check-ins and early check-outs as requested by camper parents.
- Ensure counselors have the supplies they need, including wristbands, camper info, and end-of-week evaluations.
- Organize weekly merchandise to ensure campers receive the items they purchased during registration or at check-in.
- Manage your schedule, meet deadlines for projects, and plan your daily tasks wisely. Be early to the activities you are running, especially for free time.
- 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 16 years old by June 1, 2023.
- Be available to live onsite at Covenant Harbor for staff training (June 1 to June 12, 2023), plus at least 5 weeks of summer camp. Full summer availability is preferred for admin roles.
- 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.

**Supervised by:** Summer Program Coordinator

**Type of Position:** Weekly starting rate of \$220 for working 5 weeks of summer camp including staff training. Pay increases for every additional week serving during the summer.

**Benefits:** Meals and housing are included with compensation.

**Time Off:** Daily time off as well as 24 hours off eachweek. Weeks off available upon request.