



## Admin Assistant (Day Camp)

### 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 (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 Program Team and summer leadership staff. They will work with other admins 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.

### Specific Expectations

- In coordination with the Day Camp Leads, the Program 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 and parents with locating lost and found items, and coordinate with the year-round teams.
- Ensure counselors have the supplies needed, including wristbands, camper info, and evaluations.
- Support Covenant Harbor's federal food program by accurately counting the breakfast snacks and lunches served.
- Create systems to expedite processes for returning campers, such as tracking swim challenge results week over week.
- Communicate with year-round staff 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 systems and run the camp stores while helping campers to manage their money.
- 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, check-in and out. Assist with program activities as able and required.
- Attend First Word each morning during sessions.
- Capture and input camper and parent follow-up and feedback forms. Communicate feedback as appropriate.
- Assist 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.
- Serve as a cabin buddy for an overnight program in the evenings, as assigned.

### Requirements

- Be at least 18 years old by June 1, 2025.
- Be available to live onsite at Covenant Harbor for staff training (June 1-14, 2025) plus at least 7 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:** Day Camp Program Leads

**Type of Position:** Weekly starting rate of \$230 for working 7 weeks of summer camp including staff training.

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

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