



## Admin Assistant (Day Camp)

**Job Description:** At Covenant Harbor, our mission is simple: **love kids and share Jesus**. The Admin Assistant (Day Camp) plays a key role in making this possible by ensuring that camp runs smoothly behind the scenes by supporting counselors, serving parents, and helping create an environment where campers can encounter the love of Christ. We are looking for staff who have a committed and growing relationship with Jesus Christ, who are ready to serve with humility, and who want to create a fun environment where campers feel valued, safe, cared for, and encouraged to know Jesus more.

**Role Overview:** The Admin Assistant (Day Camp) provides administrative, organizational, and guest service support to the Program Team and summer leadership staff. This position ensures that parents, campers, and staff have the information, resources, and assistance needed for camp to operate smoothly.

### Specific Expectations

- Live Out the Mission: Love campers wholeheartedly and point them to Jesus through your words, actions, and daily life in and outside of camp.
- Support Camper & Parent Experience: Assist with check-in, check-out, mail, merchandise, and communication, ensuring smooth processes and welcoming interactions.
- Manage Administrative Systems: Update camper accounts, maintain records, track merchandise sales, camper lost and found, and help with follow-up and feedback forms.
- Coordinate Supplies & Resources: Ensure counselors have wristbands, camper lists, medical reports, evaluations, and other materials needed for the week.
- Assist with Program Operations: Help organize end-of-week items, free-time activities, financial records, Day Camp Food Program tracking, and other elements that make camp successful while maintaining punctuality in the schedule.
- Communicate & Collaborate: Work with the Admin Team, Program Leads, and year-round staff to meet needs promptly and efficiently.
- Support Overnight Counseling Team: Join overnight camp programs after Day Camp to assist the larger counseling team and deepen camper connections.
- Be able and willing: Go above and beyond even your own expectations and serve wherever is needed!

### Requirements

- Be at least 18 years old by the beginning of your employment at Covenant Harbor.
- Be available to live onsite at Covenant Harbor for staff training plus at least 7 weeks of summer camp.
- Have experience and skills in interacting with elementary, middle school, and/or high school students.
- Strong administrative, organizational, and communication skills, and proficiency in Microsoft Office and Google Suite with the ability to learn camp management software.
- Ability to pass a background check.
- Must be able to participate in potentially strenuous physical activities.
- CPR and First Aid certifications are preferred, but not required.

**Supervised by:** Program Team

**Type of Position:** Competitive weekly salary

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

**Time Off:** Daily time off as well as 36 hours off each week. Weeks off available upon request.