

Ryerson United Church Camp Job Description – Administrator

Requirements:

1. Must be familiar and in agreement with the Mission and Purpose of Ryerson Camp.
2. Must be available for the tenure of the position (this includes necessary pre-camp training, all summer sessions, and end of summer clean-up and debrief days).
3. Must provide a Police Record Check in order to be cleared for working with vulnerable persons.
4. Minimum age 18
5. Must have experience in an administrative capacity.
6. Must be organized and able to balance financial records of the camp.
7. Must be comfortable functioning as a liaison between the camp and public.

Responsibilities:

1. To be accountable to the Camp Directors, and through them to the Board of Directors.
2. To meet with and be accountable to the Ryerson Camp Registrar.
3. To meet with the Treasurer of the Ryerson Camp Board to learn how to pay bills, open any accounts for the summer, pay staff, etc.
4. Organize the office in the best possible manner for your working needs.
5. Plan how the registration table will work for opening day (registering campers, lice checks, selling clothing and CD's, etc. – coordinate with Health Care Coordinator, AV Coordinator, and Directors).
6. Answer the phone and pass on messages to the appropriate recipient.
7. To receive and send mail, including both snail mail and electronic mail. Emails will be printed off and distributed at Mail Call.
8. To take photos in for printing.
9. To develop ways of encouraging the staff and have the office as a place of spiritual encouragement.
10. Create list of staff addresses of staff to hand out to campers and staff.
11. Keep record of people who should receive thank you letters and organize appropriate gestures of appreciation.
12. To submit a summary report to the Directors at the end of the season.
13. To keep those in head positions aware of their spent/available budget.
14. To maintain personal conduct that is consistent with Christian Camping.
15. To invest yourself in the body of Christ as formed by the staff of people at Ryerson Camp while you are there.