

### **CAMP COORDINATOR**

#### **Requirements of Position:**

- Willing to be a member of a dynamic staff team delivering a girl-centered, exciting camp program experience to girls.
- Willing to participate in all training programs required for this position. These training dates will be provided with the offer of employment.
- Available for the full duration of the camp program
- Provide all required documentation (qualifications & payroll) within the set timeframes identified in letters of offer.
- This position does not require a person to live at the camp and supervise campers.

#### **Qualifications:**

- Minimum of 3 years experience in an administrative work position, which includes proficient knowledge of a Windows computer environment (Word, Excel, Outlook).
- Demonstrated superior organization, communication and customer service skills.
- Current throughout employment period:
  - Standard First Aid including CPR C (preferred).
  - Criminal Records Check to comply with the requirement of obtaining the equivalent of membership in Girl Guides of Canada-Guides du Canada.
- Knowledge of the Girl Guides of Canada-Guides du Canada program is an asset.
- Available to work on weekends while camp is in session.

**Reports to:** Summer Camps Administrative Supervisor

#### **Responsibilities:**

- Be conversant with the appropriate organizational requirements for the implementation of responsibilities. This includes but is not limited to:
  - Girl Guides of Canada-Guides du Canada "*Safe Guide*"
  - Girl Guides of Canada-Guides du Canada program for all ages.
  - Girl Guides of Canada, Ontario Council Terms of Employment.
  - Specific summer camp program opportunities advertised for the summer program 2009.
- Provide front line service to parents, campers, vendors and staff who contact the camp.
- Provide efficient and effective customer service to parents, campers, vendors and staff at all times. This includes but is not limited to:
  - Processing of requests within the same business day or notification of delay to the requestor.
  - Institution of a professional, respectful and polite manner when dealing with customers.
  - Timely answering of phones and emails to ensure all issues are managed within the same business day.
  - Appropriate logging of intake and follow up to any inquiries that are received.
- Provide the Camp Director with the requested administrative support for the operations of the camp. This includes but is not limited to:
  - Accounts payable/receivable
  - Camp reports
- Ensure all reports are provided to the necessary staff within stated timelines for the implementation of the camper program, cross-referencing as necessary
- Provide the Summer Camps Administrative Supervisor any information that has been provided directly to the camp within the established timeframes.
- Maintain all files:
  - Accurately and with all appropriate detail required for the effective use of information in the operations of the camp.
  - All electronic and paper files in an organized, secure environment.

- In a confidential manner with access limited by the directions of the Camp Director and the policies of Girl Guides of Canada-Guides du Canada.
- Oversee the distribution of mail, email and faxes to campers and staff within the same day they are delivered.
- Oversee the efficient intake procedures on the first day and the check out procedures on the final day of programming including bus supervision and transportation.
- Be an effective role model to campers and colleagues. This includes but is not limited to living the vision, mission and values of Girl Guides of Canada-Guides du Canada, the respectful treatment of all campers/staff, compliance with all rules/regulations, maintaining a clean & safe work/living environment and general behaviour throughout the employment period.
- Ensure that the Camp Director is notified of any concerns as they arise.
- Maintain respectful confidentiality at all times.

**Notes:**

- Each campsite runs their program for a varying length of time.
- It is the responsibility of the individual to obtain and retain current certification prior to the start of their employment. The cost of certification is that of the individual.
- Girl Guides of Canada, Ontario Council reserves the right to amend this job description from time to time.

**Contract Length:**

<b>Adelaide</b>	<b>Woolsey</b>	<b>Doe Lake</b>	<b>Wyoka</b>
Aug 4-23	June 12-Aug 1	June 12-Aug 30	June 12-Aug 23