

# Administrative Coordinator

## Job Description

**REPORTS TO:** Summer Program Director

### WORK TIME:

- Two weekends of Pre-Camp Training (May 27, June 22-24)
- Part-time beginning May 1 to support with Camper Registrations & Inquiries (20 hours per week)
- Ten weeks of full-time Program Preparation & Delivery (June 25-August 31)

### GENERAL DESCRIPTION:

In collaboration with the Summer Program Director, the Administrative Coordinator is responsible for the delivery of all administrative duties related to camper registration, program placement and meal plan details. This includes entry of camper information into Microsoft Excel; preparation of camper groups; preparation & delivery of weekly reports required for camper medical needs, dietary requests, swimming levels, & camper lists by program, as well as camper number stats. The Administrative Coordinator is also the secondary point of contact for phone & in-person queries regarding Summer Camp at Camp Samac. The Administrative Coordinator oversees the food services and respective staff as well as the canteen service.

### DUTIES & RESPONSIBILITIES:

1. In collaboration with the Summer Program Director, enhance the organization of administrative responsibilities to maintain smooth operation of Camp Samac Summer Programs & assist in projecting needs & opportunities for future Summer Camps.
2. Complete data entry; responsible for publication/distribution of weekly reports; preparation of program packages; create weekly camper groupings; communications with parents by phone & at administrative office; meal plan data, mail sorting & distribution.
3. Work with COSC regarding payment of program & meal plan fees.
4. Maintain accurate statistics of camper usage & provide reports as requested.
5. Ensure administrative operations meet Scouts Canada standards.
6. Provide a final written report at conclusion of season.
7. Assist in the set-up & take down of camp, and weekly changeover to weekend user groups.
8. Supervise the Kitchen Staff & ensure quality meals are being delivered to program participants, while dietary restrictions and allergies are being accommodated.
9. Complete and submit the weekly food order with a local food provider.
10. Support with regular office duties including but not limited to: answering/returning phone calls & voicemails, tending to parents' inquiries on-site, & assisting with in-office camper supervision.
11. Stock, manage, and report on canteen operations/sales.
12. Assist in other related duties as requested by the Summer Program Director.

### QUALIFICATIONS:

1. Minimum 21 years of age.
2. Experienced in working at a youth summer camp.
3. Experienced in data entry & report writing using Microsoft Access.
4. Excellent customer service and proven staff management skills.

If you think you will make a great addition to the team, please complete our [Online Application](#) by December 31, 2017. Scouts Canada, thanks you for taking the time to consider this position. Please understand that only individuals chosen for an interview will be contacted.

For more information about Scouts Canada visit our website at [www.scouts.ca](http://www.scouts.ca). For more information about Camp Samac Summer Programs, go to <http://wpc.scouts.ca/ca/camp-samac-summer-programs>.

