**EASTER SEALS ONTARIO - RECREATION DEPARTMENT**
**JOB DESCRIPTION**

## Camp Administrator

**Number of positions:** 2
**Reports to:** Recreation Supervisor (MWC), Camp Director (WEC)
**Locations:** Camp Merrywood (Perth, ON); Camp Woodeden (London, ON)
**Employment Dates and Compensation:**
May 30, 2027 – August 31, 2027. $145.00/day + meals and accommodation

At Easter Seals Ontario, we provide overnight camping opportunities for kids and young adults with physical disabilities. Each summer we welcome staff from all over the world and pride ourselves on providing an awesome pre-camp training, so our staff are equipped with all the skills they need to give our campers a great experience. Our camps make many traditional summer camp activities accessible and inclusive, such as swimming, boating, archery, high ropes, and more! Check out our website to learn more about our locations in Perth, Ontario and London, Ontario.

Reporting to the Recreation Supervisor/Camp Director, the Camp Administrator is responsible for ensuring the smooth operation of the onsite camp office, including but not limited to, answering phone calls, monitoring the camp email account, filing, administering petty cash, scheduling arrival day check-ins, and communicating with parents. Working with the Recreation Administrator the Camp Administrators will reconcile camp spending, manage employee files, coordinate arrival and departure days, and ensure timely submission of employment documents.

**Summary of Essential Job Functions**

- Coordinate camper arrival and departure day logistics, including communicating any onsite requirements to parents/guardians for both arrival and departure days.
- Lead the administrative flow of arrival/departure days, welcoming campers and families, signing in/out campers, collecting tuck money, ensuring paperwork is complete, and directing families as needed.
- Assist staff with administrative needs (printing, schedules, documentation, incident forms, supply requests).
- Manage daily camper and staff attendance lists, visitor logs, and meal counts.
- Complete office and administrative duties accurately, efficiently, and in a timely manner, including
    - Organizing and maintaining the camp office and workspaces.
    - Answering phone calls and responding to emails.
    - Collecting staff timesheets and entering data for submission to the Recreation Administrator.

    - Managing petty cash and tuck shop sales and preparing required financial statements each session.
- Manage the camp office phone line by answering questions, providing information, or directing inquiries to the appropriate staff or resources.
- Collect, organize, and securely file employee and camper information, ensuring confidentiality in both digital and hard-copy record management.
- Oversee the tuck shop inventory, restocking, labeling, and organizing merchandise.
- Handle sensitive camper and staff information with a high level of discretion and professionalism.
- Ensure secure storage of documents and compliance with privacy and confidentiality policies.
- Assist with lost-and-found organization and follow-up with families.
- Ensure timely and accurate completion and submission of all required reports.
- Adhere to and support all camp policies, procedures and guidelines as detailed in the Camp Resource Manual and the Leadership Team Manual.
- Monitor the camp inbox.
- Perform any other duties as assigned by the Recreation Supervisor/Camp Director.

**Physical Aspects of the Position**

- Ability to communicate and work with groups and provide necessary instruction to campers and staff.
- Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.
- Ability to operate office equipment safely and properly.
- Manual dexterity to utilize computer and other office equipment.
- Be able to manage physical activities such as standing, some bending, stooping, and stretching as well as daily exposure to the sun and heat and varying environmental conditions.

**Minimum Requirements**

Minimum age: 18 years old

- Previous office administrative experience.
- Comfortable taking phone calls, recording messages, working with excel spreadsheets, creating word documents and PDF files, managing digital and hard files, and meeting firm deadlines.
- Excellent communication and organizational skills necessary.
- Comfortable working in an Office 365 (Teams, Outlook, Excel, Word)
- G Class license an asset but not required.
- First Aid/CPR certification an asset but not required.
- Must provide clear background check completed within 1 year of the start date of the contract.

**Other Considerations**

- Easter Seals Ontario camps are fully accessible and provide camping experiences to kids and young adults with disabilities.
- It is recommended that all staff be fully vaccinated against communicable illnesses including Covid19 and Measles. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.
- Model active participation in camp life by engaging in activities where possible, while balancing responsibilities.
- Onsite housing provided for camping season; meals provided during camp sessions.

- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the session and a minimum of 3 days off between sessions.

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.