(Rev 2018)

**PREREQUISITES:**

* A mature individual who respects and is open to Christian values and beliefs, with experience in camping ministry and camp programming.
* Some previous experience or background in Christian Education and leadership development would be an asset.
* Must have the ability to meet and to work with a wide range of people.
* Should be able to motivate people in a positive manner.
* Must have the ability to create and implement programs.
* Must enjoy working with youth from a wide diversity of backgrounds and abilities.
* Must have strong organizational skills.
* Must complete a staff medical form, Child Abuse Registry and Criminal Record checks and comply with the “Leading with Care” policy of The Presbyterian Church in Canada.
* Must have current Standard First Aid and CPR.
* Must have a valid driver’s license and be insurable on camp vehicle.
* Must have some experience or desire to learn how to produce short videos and other promotional materials to be used by the camp.

**RESPONSIBLE TO:** Camp Geddie Executive Director

**DUTIES AND RESPONSIBILITIES:**

1. Become familiar with the special features, points of interest, and opportunities Camp Geddie affords. Become familiar with the general camp schedule and all aspects of the camp program.
2. Take advantage of every camp training opportunity possible. Attend all pre-camp training sessions for the camp staff.
3. Answer the phone, check voicemails and communicate with parents about camp. The Business Administrator is the front-line communicator with parents and campers in regards to registration, concerns or questions.
4. Register campers using the Camping Class Manager system and email parents about their campers upcoming camp.
5. Work cooperatively with the Program Director, Camp Executive Director and other Program Staff in implementing the total camp program; ie vespers, worship, campfire.
6. Gather video, pictures, and audio material to share with parents on closing day and for promotional material.
7. Assist in the organization and distribution of “Tuck” and evening snack preparation.
8. Place orders and pick up food, tuck, and cleaning supplies, in consultation with kitchen, Program Director, Executive Director and other staff as needed.
9. Organize registration information for opening days and closing days of camp.
10. Greet parents on opening and closing days of camp.
11. Accompany injured campers/staff to the hospital in cases of emergency.
12. Be present at all pre-camp meetings.
13. Live on the campsite while camp is in progress
14. Perform unrelated duties when asked to do so by the program Director. (i.e. sleeping in cabins).
15. Participate in the rest of the camp program as time permits.
16. To incorporate Camp Geddie’s commitment to the environment and stewardship of resources in sessions and daily life.
17. To be a positive force and influence with the staff, campers and public at all times.
18. To engage in an ongoing program to maintain his/her personal level of fitness throughout the summer.
19. Periodically when time permits, meet with the Camp Executive Director to discuss program with the intent of improving present or future camp life as it relates to the philosophy of Camp Geddie as a progressive Christian Camp. Any major program changes suggested during any camping session may be implemented only following appropriate discussion with the Camp Executive Director and with his/her approval.
20. It is recommended that the Business Administrator keep a journal for reference purposes that will reflect all aspects of the program from day to day and which will document both successful and unsuccessful efforts and ideas during each camp session.
21. Complete the “End of Season” report on the Camp Program. The report should contain observations and suggestions regarding planning and delivery of the program. An evaluation of the entire camp program as it was experienced from the perspective of the Business Administrator should be included. Please include recommendations for the next year and submit the report before leaving on the last day of employment. All reports should be delivered directly to the Camp Executive Director and will be confidential.

**TIME OFF:**

1. Designated time between the closing of one camp until the opening meeting of the following camp. All staff are required to leave the camp site for time off between camps.
2. Other times as may be designated and mutually agreed upon in consultation with the Camp Executive Director.

**EVALUATION:**

* A written evaluation at the end of the employment term. An opportunity will be given to discuss with the Camp Director.
* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.