**Position Summary:**

The duties and responsibilities of the Business Administrator focus on the purchasing of all camp supplies through weekly town shopping trips and ordering through suppliers. Additionally the Business Administrator is required to organize and file all important documents, and assist the Executive Director with camper registrations. All staff are required to actively participate in all camp activities, attend daily staff meetings and staff bible studies and help maintain the working order of the camp through any additional tasks given by the executive director. All paid summer staff are to reside on site during the camp season. They are expected to go home in between camps (approximately 48 hours off).

**The Business Administrator's job encompasses a wide variety of tasks. If this position interests you, we highly encourage you to consult the detailed job description.**

**Requirements:**

* Must be 18 years or older, having completed a high school education.
* Minimum 2 years of camp or child/youth work experience.
* Must have a valid driver’s license and be insurable.
* Criminal Record Check completed by May 1st.
* NS Child Abuse Registry completed by May 1st.
* Valid Standard First Aid (Basic First Aid completed between September 2021 and December 2023 will be accepted).
* Submit a completed job application and 2 References.
* Submit a Staff Health Form (this will be kept confidentially with the medical counsellor and only looked at in the event of a medical emergency).
* Attend (mandatory) Staff training.
* Attend Leading with Care training and follow Leading with Care policies and procedures.
* Must hold values that align with Camp Geddie:
  + Camp Geddie is a Christian Camp that is affiliated with the Presbyterian Church in Canada.
  + Camp Geddie has campers from a diverse background, and we strive to ensure all campers are welcomed and affirmed, regardless of their sex/gender identity, socio-economic status, cultural/ethnic/racial background, religion, family background, etc.
  + Camp Geddie is an inclusive camp that affirms the gender identity and expression of each camper and staff. Staff must be willing to use campers/staff pronouns and chosen names.
  + Camp Geddie offers a gender-neutral cabin. While staff will not be required to be in a gender-neutral cabin, they must be respectful of the gender identity/expression of campers/staff.
* Adhere to Christian values and have an ability/willingness to teach about the Bible to campers and staff.
* Be aware of the staff manual and the policies and procedures.
  + This will be covered in staff training and staff will be given a copy of the staff manual.
* Staff must have a backpack, watch, notebook, water bottle, and Bible during camp season.

**TIME OFF:**

1. Designated time between the closing of one camp until the opening meeting of the following camp. All staff are expected to leave the campsite for time off between camps. Exceptions can be made for staff members who are 18+ and reside outside of Pictou County in discussion with the Executive Director.
2. One period of 45 minutes a day, in consultation with other admin positions.
3. One block of time off (ranging from 4-6 hours) during a camp longer than 4 days.
4. Other times may be designated and mutually agreed upon in consultation with the Executive Director.

**EVALUATION:**

* An evaluation will be provided by the end of the first half of the camping season and at the end of the employment term. An opportunity will be given to discuss each with the Executive Director.
* Less formal evaluations, either written or verbal will take place throughout the summer as the need arises.