

Camp NeeKauNis Administrator Job Description

This part-time position requires flexibility to work remotely and on-site at Camp NeeKauNis (Waubauskene, Ontario) at particular times of the year. The administrator is accountable to the General Secretary-Treasurer of the Canadian Yearly Meeting (CYM) of the Religious Society of Friends and a designated person from the Camp NeeKauNis Committee.

Required Skills and Qualifications

- Passion for ensuring that each camper has the most fulfilling experience possible.
- 3-5 years of experience in camp coordination, non-profit administration, and/or volunteer management.
- Well-organized, detail-oriented, and able to manage multiple priorities
- Familiarity with health and safety standards for residential camps and other legal requirements, such as privacy (or willingness to learn).
- Proficiency in Windows (Word, Excel), Google Workspace (Docs, Sheets, Drive, Gmail), communication software and social media. QuickBooks online, CRM software, and Drupal experience (for website management) an asset.
- Excellent written and verbal communications.
- Ability to provide direction to camp staff.
- Proven skills in working both independently and as part of a team.
- Ability to work within a faith context based on Quaker values, practices and testimonies (or openness to learning about them).
- 1-2 years of experience with financial record-keeping, grant writing, and/or fundraising is an asset.
- CPR & First Aid Certification (or willingness to obtain them).
- Hiring is conditional upon provision of a vulnerable sector police check
- Having access to a personal vehicle is an asset due to the camp's rural location.

Key Responsibilities

1. Administrative, Seasonal Staff, & Volunteer Support (50%)

- Work with the Steering Committee, subcommittees and session directors to plan and administratively support the implementation of camp programs. This may include recruiting, training, and supporting volunteers (e.g., session directors, youth counsellors, and work weekend participants).
- Work with the Recruitment and Management Subcommittee of Camp NeeKauNis to administratively support the hiring and supervision of paid staff such as lifeguards and cooks.
- Maintain camp records, staff applications and qualifications, camper registrations, financial information, and health and safety documentation, ensuring proper protocols are used for the management of digital and paper files, along with regular backups.

- Act as the primary point of contact for camp families and volunteers, and external renters, responding to inquiries year-round.
- Support ongoing policy updates, job descriptions for camp roles, maintain and update the camp database (parents, campers, staff), and other procedural documentation
- Coordinate and administer the bursary application processes
- Provide administrative support to session directors (scheduling, distributing information, handling logistics, providing registration lists, documenting fee payments and camper information).

2. Site & Facilities Coordination (15%)

- Work closely with the Resident Friend and Physical Development Subcommittee to ensure site maintenance and improvements align with camp needs, budget, and values.
- Work with the Physical Development subcommittee to plan and coordinate work weekends and site preparation before the camp season.
- Maintain relationships with contractors and vendors (e.g., waste management, food suppliers, maintenance personnel).
- Ensure compliance with insurance and legal requirements such as privacy, health, safety, and summer camp regulations, including food safety and emergency procedures.

3. Financial Support & Fundraising (15%)

- Support the financial management of Camp NeeKauNis, including working closely with the Camp NeeKauNis Treasurer and CYM staff on budget development, managing expenses, monitoring income and tracking merchandise.
- Assist in managing financial documents and in preparing financial reports.
- Process camper registration fees, vendor payments, reimbursements for expense claims, and donations in coordination with CYM's financial staff.
- Coordinate fundraising for Camp NeeKauNis, including development of materials, implementation of best practices, and grant applications in collaboration with CYM and the Camp NeeKauNis Steering Committee.

4. Communications & Community Engagement (10%)

- Support outreach efforts to grow camp participation and volunteer engagement.
- Help develop camp communications, including registration materials, newsletters, and website updates.
- Promote camp programs through CYM's monthly electronic newsletter and *The Canadian Friend* magazine, as well as other communication channels.
- Ensure that all messaging and communications reflect the Quaker values of simplicity, inclusion, and community, and follows best practices.
- Working with the subcommittees, update and maintain website content and social media.

Tasks Common to All Staff (10%)

- Contribute to staff meetings, strategic planning, and workplans.
- Monitor expenses and budgets, prepare and submit expense claims.

- Maintain orderly work files and monitor legal compliance for various obligations such as privacy, copyright, cybersecurity, etc.
- Track time and submit timesheets.
- Attend educational opportunities relevant to the workings of CYM and approved professional development training.
- Attend relevant committee meetings and provide information or support such as the setup of a zoom link if needed.
- Deal with unexpected matters or issues that arise and needed attending to (up to 20% of time).
- Raise any concerns, issues, or conflict to the General Secretary-Treasurer.
- Attend annual performance evaluation.
- Supporting institutional memory and contributing to volunteers, contractors, and staff orientation and transitions.
- Carry out other tasks as assigned by the General Secretary-Treasurer.