

## Overall Purpose

This role works closely with the Executive Directors to provide administrative support for Camp Kahquah's day-to-day operations. The Administrative Assistant is responsible for communicating with staff, campers, parents, and Family Camp attendees; overseeing staff and volunteer paperwork; assisting with registration, promotion, camper and donor relations, mailings, and account management; and other administrative tasks.

## Responsibilities

In collaboration with the Directors, the Assistant has the following responsibilities:

- Office Administration
  - Communication
    - Kahquah Newsletter
    - Emails to parents before camp - bus stop locations, camping list, themes, etc.
  - Registration support for Kids Camp, Family Camp, and retreats
    - Contact 'in progress' applications to help finalise
  - Data analysis: create, administer, and analyse results of camper surveys
  - Bussing schedules and lists – Help to coordinate bus monitors
  - Overseeing staff & volunteer paperwork through CampBrain
  - Overseeing Staff Support paperwork & process and managing fund
  - Processing payments for registrations through CampBrain
  - Customer Relations (first point of contact)
    - Answering and directing phone calls, welcoming guests, and filtering and responding to emails
  - Printing camper mail & preparing mailings (Camper Christmas Cards)
  - Other administrative and office support to Staff Team
- Promotional Items
  - Social Media: oversight and support to Social Media Manager (recording memorable camper stories; editing, posting, and fine-tuning, etc.)
  - Upholding and adhering to the Social Media Policy of Camp Kahquah
  - Depicting a positive online presence for Camp Kahquah to be used for marketing, promotional, and informative purposes
  - Preparing promotional materials for the upcoming year
- Supporting the Program Leaders & Staff
  - Working in collaboration with other departments to provide office-related supplies and materials (e.g. signs, schedules, printing, etc.)
- Donor Relations
  - Write donor thank you cards as needed
- Working with the Tuck Shop Manager to balance accounts following a week at Kids Camp and during Family Camp check-out
- Other tasks as assigned by the Executive Directors

The Executive Directors can work with the intern to develop a plan that includes the above roles as well as others to ensure the Administrative Assistant has a wide variety of opportunities to strengthen their leadership skills.



# Administrative Assistant

## Relationships

The Administrative Assistant will report directly to the Executive Directors to manage and meet the administrative needs of Camp Kahquah. Other interactions may include:

- Program Coordinator
- Program Directors
- Tuck Shop Manager
- Family Camp Coordinator
- Head Cook & Facilities Manager

## Equipment Used

- Online programs: CampBrain, Canva, Google Workspace
- Software: Microsoft Office
- Computer

## Qualifications

The Administrative Assistant should have experience working in an office and be fluent in Microsoft Office and Google Workspace, as well as being willing to learn how to use other computer programs and software.

## Requirements

- Fully aligned with the message, mission, and ministry values of Camp Kahquah
- Fluent in Microsoft Office and Google Workspace programs
- Knowledge of Canva and CampBrain an asset
- Focused attention to detail & basic mathematical computational skills
- Previous office administration experience desired
- Desire to learn how to effectively communicate through social media (blogs, Instagram, Twitter, Facebook)
- Passion and experience for photography & storytelling
- Desire to work in a collaborative, fast-paced & dynamic environment
- Commitment to learn new software as needed
- Successful candidate will need to be self-motivated and able to self-teach