

## POSITION DESCRIPTION

**Position Title:** Administrative Coordinator

**Revised:** February 2005

**Reports To:** Camp Director

**General Function:** The Administrative Coordinator manages the camp office, assists the administrative team with registrations, mailings, and communications, and manages the scheduling of campers into cabin groups, tower climbing sessions, and horseback trail rides.

**Requirements:** The Administrative Coordinator should be at least 21 years of age, and must bring to this position an appropriate background of experience and training as a camp staff person. Must be proficient in the use of the computer, including word-processing and database management. Because the incumbent answers phone inquiries and greets guests in the camp office, well-developed customer-service skills are essential. To properly support and interpret the mission and values of the camp, the incumbent must be a person of strong personal faith, with a positive relationship with the Catholic Church.

The human relations aspect of this position is very important. As a member of the administrative team, personal leadership is paramount. Ability to communicate clearly is essential, as is an ability to relate to children, peers, supervisors, and parents. In order to competently assist the Director and Operations/Development Manager with administrative functions, the Administrative Coordinator must possess and practice skills in the areas of organization and basic financial management. The incumbent must possess the ability to collaborate and delegate, as needed. The Administrative Coordinator must be certified in CPR and First Aid, and must have an awareness of the need to care for the environment. Self-care skills are important.

**Principal Activities:**

- ◆ Participate in the planning, leadership, and evaluation of staff orientation week
- ◆ Assist the Camp Director and Operations/Development Manager with administrative functions, such as the management of records pertaining to the Summer Food Service Program, the management of incoming and outgoing mail, and other functions, as needed
- ◆ Manage the scheduling, on a weekly basis, of daily staff time off
- ◆ Manage the acquisition, receipt, and recording of scholarship funds within the approved budget
- ◆ Manage computer database, including mailing lists
- ◆ Process summer camp registrations, including computer entries, preparation and mailing of receipts and other documents, and preparation of registration reports
- ◆ Manage the scheduling of campers into cabin groups, tower climbing sessions, and horseback trail rides
- ◆ Provide clerical assistance to administrative staff

- ◆ Prepare reports necessary for control, evaluation, and reporting to staff
- ◆ Receive guests to the office and answer the telephone; respond to inquiries as appropriate
- ◆ As needed, temporarily supervise campers in the absence of their counselor
- ◆ Participate in the management of mealtime activities including singing, misplaced and found, and announcements
- ◆ Manage processing of maintenance request forms, including logging of requests and completed projects
- ◆ Participate in the night supervision of camp
- ◆ Participate in daily administrative team meetings
- ◆ As needed, serve as a “co-pilot” for a cabin group; sit with them at meals, attend evening activities with them, and assist the cabin counselor with bedtime preparations and evening devotions
- ◆ Interpret and implement Camp Gray and ACA goals, policies, and procedures to staff and guests

**Essential Functions:**

- ◆ Ability to communicate procedures and regulations to staff and campers
- ◆ Ability, both visual and auditory, to identify safety hazards and monitor camper and staff behavior
- ◆ Ability to understand and implement behavior-management techniques
- ◆ Physical mobility and endurance to maintain constant supervision of campers
- ◆ Ability to communicate with and collaborate with staff peers and campers in providing program leadership and instruction
- ◆ Ability to understand and communicate the camp’s spiritual vision