

Position: Camp Administrator/Volunteer Coordinator

Position Overview: The Camp Administrator is responsible for overseeing all administrative operations, including camper registration, payment processing, document management, and family communication, ensuring smooth, organized, and efficient camp operations while providing exceptional support to families and the leadership team.

Reporting and Relationships: The Camp Administrator will work closely with the leadership team and be in regular contact with parents/caregivers and volunteers. They report to the Camp Director.

Expected Pay and Benefits:

- Hourly Pay: \$19/hour
- Summer room and board included (valued at \$69.40/week)
- Travel support to camp at the beginning and end of camp

Anticipated Working Schedule:

- January - May: 10-20 hours/month (remote)
- June-August: 40 hours/week (onsite)
- **Camp Schedule**
 - Leadership Team Training June 16th- 21st
 - Staff Training: June 23rd - July 4th
 - Camp: July 6th - Aug 15th
 - Camp closing: Aug 17th - 22nd

Key Responsibilities (include but not limited to the following):

- **Camper Experience:** Create a welcoming and inclusive environment that ensures every camper has a memorable and enjoyable camp experience.
- **Camper Registration Management:** Oversee the entire camper registration process, including processing applications, managing camper data, and maintaining accurate records in the camp database.
- **Communication with Families:** Act as the primary point of contact for camper families, answering questions about registration, payment plans, camp policies, and logistics.
- **Payment Processing and Tracking:** Log camper payments, issue payment reminders, and follow up on outstanding balances, ensuring timely collection of fees.
- **Waitlist Management:** Maintain the camp waitlist and notify families promptly when spots become available.
- **Document Management:** Collect, organize, and manage necessary camper documents, such as medical forms, consent forms, and waivers.
- **Travel Coordination:** Assist with organizing travel arrangements for campers, staff, and volunteers, coordinating with transportation services and volunteers as needed.
- **Volunteer Coordination:** Support the volunteer recruitment process, ensuring all required paperwork (e.g., police checks) is completed.

- **Administrative Support:** Provide general administrative assistance to the camp leadership team, including preparing reports, managing schedules, and maintaining office supplies.
- **Communication Support:** Aid in the preparation and dissemination of newsletters, updates, and other communication materials to camper families and staff.

Core Expectations:

- **Attention to Detail:** Maintain accurate and detailed records, ensuring that all camper information and payments are up to date and secure.
- **Organizational Skills:** Effectively manage multiple administrative tasks and prioritize work to meet deadlines.
- **Customer Service:** Provide exceptional, friendly service when interacting with families, addressing concerns, and providing clear information about camp procedures.
- **Team Collaboration:** Work closely with the camp leadership team, counselors, and volunteers to ensure smooth operations.
- **Proactive Problem Solving:** Anticipate potential registration and administrative issues and address them promptly.

Qualifications:

- **18+ years old.**
- **Risk Assessment:** A Police Check with Vulnerable Sector Screening is required for this position.
- **Experience:** Strong experience in administrative work, preferably in a camp or educational setting.
- **Skills:** Excellent organizational, multitasking, and communication skills, with proficiency in database management, office software (e.g., **Microsoft Office, Google Workspace**), and communication tools.
- **Knowledge:** Familiarity with camp operations and programs preferred.
- **Professionalism:** Ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- **Certifications:** First Aid/CPR certification is optional but preferred.

About Rainbow Camp:

Rainbow Camp provides a safe, empowering, and fun place, in nature, where 2SLGBTQ+ and allied youth can explore their gender identities, freely express themselves, and form new friendships in a supportive and caring environment.

Our Core Values:

- **Inclusivity:** Make every camper feel welcomed, seen, and validated, respectful of their gender identity or sexual orientation. We strive to create an environment where campers feel secure and supported to be themselves. (Our staff complement are role models of this value.)
- **Diversity:** We respect and celebrate the full spectrum of identities within the 2SLGBTQ+ community and allies as they emerge and evolve.

- **Joy:** We believe that summer camp should be a fun and memorable experience for all. We provide activities and opportunities for campers to explore their interests and build new skills.
- **Self Expression:** We encourage self-discovery and growth of authentic selves, and the confidence and tools to express themselves, at camp and once they return home.
- **Community:** We cultivate an accepting, supportive community where campers can find acceptance and form new and lifelong friendships. Supporting campers by giving them the tools to be more engaged in their home communities.
- **Inspiration:** We aim to inspire campers to be confident in who they are, and speak up for themselves in their families and communities. We also want to inspire our campers to make positive change in the world around them when they are ready to.
- **Education:** Providing educational programming with measurable learning objectives, that foster understanding and acceptance of the 2SLGBTQ+ community is core to our purpose. We believe that the educational approach is key to breaking down barriers and creating a more inclusive society.

To Apply: No cover letter or resume necessary; Apply online at rainbowcamp.campbrainstaff.com

¹: Performance bonus is entirely at the discretion of WFA. Factors in the evaluation include but are not limited to completing the season, work performance, and helping with all tasks related to preparing the camp for closure at the end