

Administrator

Vittoria, ON, Canada | 9 week contract | Head Staff

For 98 years Ryerson Camp has offered a fun camp experience where kids have the opportunity to make lifelong friendships, play some of the weirdest and most imaginative games, spend time outdoors, and most importantly engage in a personal relationship with Jesus Christ. Every single person who comes to Ryerson is at a different place in their spiritual journey and our summer camp experience provides a safe place for kids, teens and adults to ask questions, learn, and meet Christ where they are at.



Our mission is to supplement the work of churches through providing a rich community experience in which we share the Bible message of Jesus Christ working to:

- Show people their value in God's sight
- Lay spiritual foundations for a life following Christ
- Encourage, challenge and equip people for an ongoing life serving Christ

If You Enjoy

- Developing your relationship with Christ
- Working in a tight-knit team and community
- Being bold to experiment and innovate
- Working hard and getting the job done
- Bringing joy to hundreds of kids and their families

You'll be successful at

- Staying on top of all email and phone communications
- Monitoring online registrations through CampBrian and occasionally mail-in registrations
- Going through and organizing incoming mail
- Tracking and inputting finances (bills, donations, payroll etc.) through Quickbooks
- Setting up for and taking lead on drop-off and pick-up days (welcoming campers, collecting any outstanding fees, etc.)
- Assisting with camp programming on a daily basis
- Other various camp and office tasks may arise and you will need to be willing to meet those needs if able
- Collaborating on multiple teams
- Upholding and communicating the Mission and Vision of Ryerson Camp
- Developing trust with people through 1-1 interactions, great attitude, and embodiment of Christ's love for others
- Lead site staff initiatives
- Maintaining Health and Safety, and Legal Standards
- Maintaining a budget

Because you bring

- Faith in Jesus Christ
- High attention to detail and great organizational abilities
- Time management and scheduling skills
- Flexibility to adapt in an evolving society
- Excellent communications and presentation skills
- Passion for sharing the gospel
- High attention to detail
- A team-first mentality

And maybe also bring

- Camp or childrens programming experience
- First Aid
- NLS or Bronze Cross Certification is a bonus

Needs to have or will work towards

- Vulnerable Sector Police Record Check
- Proficiency in Camp Brain, Quickbooks, and other administrative programs

How to Apply

- If you are ready to work at Ryerson Camp please apply today so we can connect with you to learn more
- You can apply here: ryersoncamp.com/join-our-team
- We also encourage you to send along a 2-minute video or cover letter expressing your interest in this position
- We appreciate your interest in joining our team, however only those selected for an interview will be contacted