Administrator

Overview
The administrator of Ryerson Camp is responsible for overseeing the camp's office, responding to inquiries, and communicating with parents and businesses. They will maintain detailed records, and distribute appropriate information from registrations to other Head positions while maintaining confidentiality. This person is also responsible for some accounting and bookkeeping.

Responsibilities

- 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
- accountability to the camp directors