



Program Administrator



General description

The Program Administrator will manage the registration process and logistics related to summer camp. He/she must provide the highest level of customer service to parents, student staff and campers enrolled in camp.

Tasks and Responsibilities (Mandatory)

1. He/she will be managing the registration of all campers throughout the camp.
2. He/she will prepare and manage the registration table and bulletin board.
3. Develop a program to mentor and guide camp counselors in their delivery of the camp program and their daily interaction with participants.
4. He/she will keep a detailed report of all camper's registration information and payments.
5. Compile reports to assess and evaluate the success of summer camp. Utilize survey tools to gather parent feedback and make recommendations for summer camp programming, inventory and budget.
6. Prepare various administrative forms (eg, field trips, pizza forms etc)
7. Assists in enforcing camp policies, procedures and regulations.
8. Serve as liaison between parents and summer camp counselors.
9. Responsible for general office duties.
10. He/she will develop essential fundamental skills such as communication, and how to assess situations and identify solutions.
11. The safety of the children will always be at the forefront of this person's tasks and he/she will be aware of the personal and group health and safety practices and procedures.

To be eligible, students must

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.