



### Position Overview

<b>Job title</b>	ActiveU Summer Administrator	<b>Position type</b>	Hourly
<b>Working Area</b>	ActiveU	<b>Student Supervisor</b>	N/A
<b>Wage</b>	\$17.00	<b>Full Time Staff Supervisor</b>	Manager, Recreation & Operations

### Job Description

#### ROLE AND RESPONSIBILITIES

- Oversee and manage all administrative aspects of the day camp operation, including but not limited to the following:
  - Registration records
  - Safe Arrival/Departure records
  - Medical Form Processing
  - Swim Test Records
  - Camper Records
- Act as a primary point of contact for camper families.
- Address inquiries and concerns from camper families.
- Assist with processing payments and refunds.
- Manage ActiveU Camp Social Media platforms (Instagram & Facebook).
- Coordinate organisation of camp photos
- Utilise camp management software (Fusion) for registration and communications
- Support Camp Coordinator, Camper Success Specialist, and Camp Programmers with administrative needs
- Ensure office equipment supplies are kept at an appropriate level
- Manage camp office and storage area cleanliness
- Assist Manager, Recreation & Operations with camp statistic tracking
- Support break coverage for ActiveU Camp Counsellors
- Manage Camp Lost & Found
- Manage Camper T-Shirt inventory and oversee t-shirt distribution on tie-dye day

#### QUALIFICATIONS

- Prior experience in an administrative and/or customer service facing role

#### CONDITIONS OF EMPLOYMENT

- Successful Police Vulnerable Sector Check (for candidates 18+)
- Standard First Aid & CPR-C (prior to camp start date)
- High Five PHCD (prior to camp start date)
- Must be available to work full time hours Monday through Friday, 8:30 am to 4:30 pm, between June 17th and August 23rd

#### PREFERRED SKILLS / ASSETS

- Strong organizational skills
- Effective time management skills
- Excellent written and verbal communication skills

#### ADDITIONAL NOTES

- Preference will be given to Lakehead University student candidates