



# Camp Administrator

## 2025 NUC Summer Camp Program

### **Camp Description:**

The NUC Summer Day Camp aims to provide quality, affordable, engaging and faith-filled children's summer programs for families within the community. We do this by keeping our fees low, providing valuable leadership opportunities for middle and high school students, emphasizing earth-friendly behaviours and practices, and creating a diverse, accessible and inclusive summer camp program.

NUC Summer Camp seeks to create a safe space for all people by encouraging gender inclusive language as well as promoting healthy positive interactions among all staff and campers. During our camp program, we emphasize structured and unstructured play, outdoor time and a variety of activities based on our weekly themes, all using a lens of faith, spirituality and ecological awareness.

### **The position of Camp Administrator includes:**

- Designing, developing and animating a dynamic and age-appropriate summer program in consultation with the Camp Supervisor/Director that will include self-expression, organized play, outdoor time, music and learning about oneself and the world
- Fostering connections with parents through regular communication via newsletters, regular email updates through each week of camp, social media and follow up evaluations
- Working within and tracking a budget to ensure necessary supplies and daily nutritional snacks are available
- Designing and delivering staff training in partnership with Camp Managers, and following up with weekly staff meetings to ensure a safe and positive camp experience for all
- Assessing and making decisions with regards to daily conditions such as weather and adjust program appropriately
- Monitoring and providing reports to the Designated Lay Minister on daily participation, registration, session plans and accident reports.

### **The preferred candidates will demonstrate:**

- A positive, sensitive and inclusive attitude towards working with children
- Experience working with groups of school age children in a recreational setting
- Ability to manage and delegate tasks, and encourage skill development in others
- Ability to communicate effectively with children, parents, and co-workers, in person, in writing and via social media
- Ability to use computer software to track and manage camper registrations, fees, budgeting and supply procurement

### **Successful candidates will be required:**

Successful candidate will be required to provide a Vulnerable Sector Criminal Records Check (if they are over 18 yrs). Reliable access to transportation is an asset, but not required. If candidate does not have a current Emergency First Aid Training, NUC will finance their certification.

### **NUC Summer Camp Offers candidates:**

- A positive, supportive and inclusive working environment
- Growth and learning opportunities in leadership, management, and program development
- An opportunity to make a difference in the lives of children and youth

### **HOW TO APPLY...**

To apply please send **your cover letter and resume** [summer@norvalunited.ca](mailto:summer@norvalunited.ca) (Attn: Camp Advisory Team, Norval United Church) with the subject line NUC CAMP ADMINISTRATOR.

NUC Summer Camp is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.

**Contract: June 16 – August 8, 2025. 35 hrs/week. Starting at \$18.00/Hour**