



Camp Administrator Job Descriptions

Brief Description:

Responsible for all marketing materials, paperwork and outreach and assists Camp Director with camp preparations.

Qualifications:

- Must be 18 years of age
- Must have prior experience with marketing
- Must be organized
- Have experience with website and website creation/editing
- Understanding of licensing rules
- Know how to run Microsoft Office and Google Suites programs
- Has been certified in *Safeguarding God's Children*

Requirements:

- Work with State Licensure to obtain the license and coordinate inspection
- Prepare camp website
- Schedule meetings for camp planning
- Oversee registration systems and manage registrations
- Oversee check-in and check-out procedures
- Ensure required paperwork is received for each camper and make accessible during camp
- Collect Cabin Counselor applications and notify Junior Camp & Senior Camp Directors
- Collect and maintain Cabin Counselor applications, background checks, evaluations

Line of Authority:

- Reports to Camp Director