

# Onondaga Camp

## Since 1918

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**Position:** Full Time Camp Administrator

**Start Date:** May 1, 2022 (or as early as April 15)

**Contract Length:** 1 year, renewed yearly (4 months would also be considered)

**Location:** Toronto (September - June) & Minden (Mid-June – September)

**Annual Salary Range:** \$47,000 - \$49,000

**Off Season Hours:** Monday – Friday; 9am – 5pm + some evenings.

**Summer Hours:** Six days a week, living onsite.



### The Camp

Since 1918, Onondaga Camp has offered an inclusive environment for kids to play, explore, achieve and grow. Situated on the shore of Middle Bob Lake near Minden, Ontario, Onondaga Camp inspires the best in outdoor fun, learning and adventure for girls and boys from six to 16 years old. Building upon our legacy in this rustic northern setting, we are a progressive camp with fully modern amenities, offering the kinds of activities that kids today really want. In all our programs, we encourage campers to become more confident in themselves and comfortable with others in a safe and energetic environment. We credit our success to our terrific staff – the majority of whom are former campers. We train them to guide campers to realize their potential and to get the most from their camp experience. At Onondaga Camp, we deeply honour and value the past. However, it's equally important to be in touch with the changing interests and attitudes of today's youth. Our ultimate goal remains the same: to help campers discover the opportunities, experiences and friendships to make Onondaga Camp the experience of a lifetime.

Onondaga Camp is seeking a friendly, customer-service oriented, well-organized and responsible Camp Administrator. As part of the Camp's Leadership Team, this person's primary functions are to assist with all administrative aspects of registration and the running of the camp office. The Camp Administrator will report to the Associate Director. Onondaga Camp is committed to offering a competitive salary and benefits package.

### Specific Roles and Responsibilities

- Assist with camper registration process (confirmation letters, cabin placements).
- Sales & organization in the Tuck Shop (camp store); including assisting with the ordering of the yearly camp clothing line.
- Communication with camper families (via telephone, email, mail, in-person).
- Coordination of all aspects of camper arrival and departure transportation (including booking buses, rental vans, parking lot rental, staffing plans).
- General office administration (Co-ordinate equipment rentals & spring/summer services & supply orders, data entry, phone answering, daily mail, monthly birthday cards).
- Managing summer office staff team, including the camp driver.
- Handling and recording of summer petty cash.

## **Experience and Qualifications**

- Very strong organization skills
- Superior client service skills
- Excellent oral and written communication skills
- Strong database management, word processing and computer skills.
- Experience in a summer camp setting an asset

## **The Application Process**

To apply, please send your resume, by email, to Sam Butcher ([sam@onondagacamp.com](mailto:sam@onondagacamp.com)). Please note that although we thank all applicants, only those considered for an interview will be contacted.

Onondaga Camp values the diversity of people. We welcome and encourage applications from people with disabilities. Accommodation will be provided, on request, to support candidates taking part in all aspects of the selection process. All responses will be handled with strict confidence.