



Camp Administrative Coordinator

Department: Brock Recreation & Youth University

Pay Rate: \$19.00/hour

Contract Dates: Mandatory training weekend in April TBD and April 28 - August 29, 2025

Hours: 40-44 hours/week

Job Description

Brock's Youth University offers on-campus overnight and day-long class trips during May and June where elementary and high school students get a glimpse into post-secondary life. They participate in experiential learning programs in science, technology, outdoor education, sports and soft skill development. During July and August, Brock's Youth University offers on-campus day camps to over 250 youth in grades 3 to 8 each week. Our innovative camps are divided into themes and carefully created to inspire every child. Every week includes exciting discovery sessions, adventurous recreation, and traditional camp activities such as swimming and high ropes.

Job Duties and Responsibilities

- In collaboration with the Program Managers, and Camp Coordinators, the Administrative Coordinator is responsible for duties related to school field trip and summer day camp registration, schedules, room bookings, t-shirts, camper health details and stats tracking.
- The role is meant to enhance the office organization to maintain smooth operation of camp. This includes entry of camper information, preparation of camper groups, preparation & delivery of weekly reports required for camper medical needs, dietary requests, off-site bookings, & camper lists by program. The Administrative Coordinator is also a point of contact for phone & in-person queries.
- Support office duties including but not limited to: answering/returning phone calls & emails, tending to parents' inquiries & assisting with camper supervision when needed
- Support marketing efforts through regular social media posts and taking photos
- Communicate with teachers, caregivers, campers and staff daily
- Assist with data entry such as incident reporting, payroll, ordering supplies, attendance, meal numbers and other tasks as assigned
- Maintain accurate records & provide reports as requested
- Track room bookings and prepare accurate schedules for schools and instructor staff
- Support all camp operations as required
- Generally positive, optimistic, resilient, and solution-oriented

Qualifications

- must have completed at least year one of post-secondary study
- effective communication and teamwork abilities
- able to prioritize tasks and independently manage time effectively
- able to problem solve and adapt to the changes typical of a camp day with patience
- skilled in a variety of office tasks such as working with data in excel
- experience and/or desire to work with children and youth in a camp setting
- excellent people skills and a friendly, responsible, service-oriented attitude
- interest in and willingness to learn new skills
- able to problem solve effectively and adapt to the changes typical of a camp day
- attend training sessions and weekly meetings
- represent Brock University as an ambassador to the program and provide excellent customer service to caregivers through planning of programs and problem solving issues as they arise
- candidates must obtain First Aid/CPR Level C and a vulnerable sector police prior to camp

- successful completion of all Brock University and Youth University training (e.g. AODA, WHMIS, content specific, challenge course, risk management)

Expectations of Student Staff

This role will primarily involve days spent independently completing work in the Youth University office. However, as with all camp positions, the Administrative Coordinator will be called on when support is needed throughout camp such as during meals, move-in/out, large camp activities, working one on one with a camper or stepping in when a colleague is ill.

- candidates should be prepared for lots of walking, moderate lifting (e.g. moving chairs, carrying supplies) and working long days in a camp setting
- All Brock employees are required to complete online mandatory training to comply with related safety legislation
- All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

Our Commitment

Brock University is committed to creating a respectful and equitable workplace. We strive to foster a culture of diversity and inclusion in our work and learning environments. We welcome applications from all qualified individuals and actively encourage applications from women, people with disabilities, members of the 2SLGBTQIA+ community, Indigenous Peoples, people who identify as Black, African and/or Caribbean, as racialized and/or as from ethnic and cultural minority groups, and other underrepresented demographic groups at Brock and in the Niagara region. Brock also recognizes intersectionality and the interconnected identities, histories, and experiences of these aforementioned groups.

We are committed to inclusive and barrier-free recruitment, and we accommodate the needs of applicants throughout all stages of the recruitment process, as outlined in our Employment Accommodation Policy and consistent with the requirements of the Ontario Human Rights Code. Please contact Hannah Dabrowski (hdabrowski@brocku.ca) if you require a disability-related accommodation so we can ensure your participation needs are met.

Brock University does not use AI Technology at any stage of the recruitment process

FIPPA

All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

AODA

All Brock employees are required to comply with the Accessibility for Ontarians with Disabilities Act (AODA). To help meet our legal obligations, employees are required to complete mandatory online training.

Health and Safety

All Brock employees are required to complete online mandatory training to comply with related safety legislation.

Workplace Violence Training

All Brock employees are required to complete online mandatory training to comply with related legislation. Training to be completed on Brock's Sakai site.