Camp Amicus Administrative Assistant

About Us

For over 40 years, Camp Amicus has provided impactful and life-changing camp experiences for children, teens, and youth with Learning Disabilities, ADHD, and related diagnoses. It is a place where participants are seen and understood for who they are, with individual supports in place for each camper to find understanding, build confidence and maximize their potential. All programs at Amicus are based on current evidence-based and peer-reviewed models and interventions.

Camp Amicus is operated by Foothills Academy Society. Foothills Academy has been a leader in working with children and youth with Learning Disabilities and associated disorders since 1979.

About You

Camp Amicus is not only a place for our campers to grow but for our staff to grow too! We are passionate about helping staff develop new skills and find their passions within their role at Camp Amicus. Amicus staff are defined by their desire to grow, take responsibility for any missteps (we all make mistakes!), are flexible when changes happen, communicate with others clearly and honestly, and are self-starters. Amicus is not limited to individuals with a background in working with children, or camp/recreation programs. We appreciate having staff with little or no experience joining our team who want to learn as they often provide new perspectives on our programs, policies, and how Amicus can be successful.

Position Summary

Working closely with the Community Services Intake Coordinator and the Amicus Manager, the Amicus Administrative Assistant is responsible for organizing, managing, and distributing all camper information to the Camp Amicus staff team. This includes preparing documents such as camper profiles, sign-in/out sheets, emergency contact information, medical information, waivers and informed consent forms, and additional administrative documents as requested.

This position may also be responsible for communicating with families at sign-in/out, by email, and over the phone to ensure the collection of the necessary documentation for each camper.

Finally, this position supports our summer camp program by ensuring a high level of accuracy and organization for our camp administrative processes.

Note: While this position is heavily office-based work, applicants must have a flexible mentality as this role includes supporting day-to-day camp programming as circumstances arise.

Physical/Social Demands of the Role

Candidates must be able to see and respond to campers and other staff consistently.
Candidates must be able to work in a consistently mobile fashion - moving for up to 4 hours a time when required to support camp programming.
Candidates must be able to sustain attention to the program participants without significant impairment.

Key Position Responsibilities

In accordance with our mandate of creating a caring and safe environment for children and their families, we require up-to-date (within 6 months of start) Police records with Vulnerable Sector Screening and eligibility to work in Canada.

Document Management

- Create and organize all camper profiles, media permission lists, dietary information, emergency contact, medical information, waivers and informed consent documentation
- Inform supervisors (Intake Coordinator, Camp Supervisor and Camp Manager) of any issues that arise in a timely manner (within 2 hours)
- Assist in the editing of sessional camper reports - well-edited, coherent, appropriate strategies for families
- Complete and update the 'bus binder' for the administration coordinator role
- Coordinating and entering camp survey data
- Assisting the Intake Coordinator with the creation and completion of invoices and receipts

Staff and Camper Communication

- Communicating all camper absences to the appropriate camp staff teams
- Being the liaison between camp staff and parents/guardians on a daily basis as requested. This may include: Sending out email reminders and notifications to camp parents/guardians, contacting parents with minor camper concerns
- Communicating document organization and delivery to camp coordinators

Leading Programming

- Step in as a Camp Counsellor when directed by the Camp Manager to ensure program operation

Other duties as assigned

Qualifications

Required Criteria

- Current Standard First Aid and CPR Level-C Certification
- A positive attitude and desire to work collaboratively with the Camp Amicus team and an ability to give and receive feedback professionally
- Mature, flexible, and well-organized with the ability to work well with other staff, supervisors and management as a member of a multidisciplinary team

Advantageous Criteria

- Previous administrative experience
- Excellent verbal and written communication skills, basic accounting, and proven organizational abilities
- Experience with Google Suite applications including Google Sheets, Google Docs, and Google Calendar

Position Details

This position is contingent on securing Canada Summer Jobs funding.

Duration

- April 15, 2024 - August 16, 2024
- No programming or training on May 20, July 1 and August 5, 2024

Compensation

- **$17.00/hour**

Application Procedure

Interested applicants are encouraged to apply early as the position will be filled once a suitable candidate is found. Please submit a resume and cover letter to
amicus_employment@foothillsacademy.org

Camp Amicus is strongly committed to diversity within its community and welcomes applications from racialized persons/persons of colour, Indigenous People of North America and the world, persons with disabilities, 2SLGBTQIA+ persons, and those who may contribute to the further diversification of ideas. We are committed to providing equitable opportunities in employment and to providing a workplace that is free from discrimination and harassment. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens, permanent residents, and those with authorization to work in Canada. Accommodations are available on request for candidates taking part in all aspects of the selection process.