



**Position Title:** Administrator

**Terms:** Full-time contract (9 months April 1- Dec 31, 2023.)

**Deadline:** Open until filled

**Location:** Arden, Ontario

## Administrator

### Circle Square Ranch Big Clear

We are seeking an Administrator will manage the summer camp registration system, ensuring that registrations are properly completed. They will communicate with camper parents by telephone and email, answering questions, sharing information about camp. The administrator will manage on-site registration when campers arrive for their week of camp. The administrator will communicate with retreat groups, creating contracts and providing invoices. The administrator will take care of the paperwork related to summer staff hiring: creating contracts and ensuring all documents are submitted. Like all staff, the administrator will participate in the spiritual life of the camp through participation in staff devotions and summer campfires, and may be asked to jump in to help in other areas of camp from time to time.

Circle Square Ranch is a Christian camp, affiliated with Inter-Varsity Christian Fellowship of Canada. InterVarsity works children, youth, and young people, helping them to discover Jesus and grow in faith. Circle Square Ranch runs overnight camps for children in the summer months. Throughout the year, the Ranch hosts retreats church retreats, school groups, and other groups of Christian families and young adults.

### Key Outcomes:

- Retreat bookings and camper registrations are well organized.
- Communications with parents demonstrate that the Ranch is a good place for them to send their kids.
- Summer staff hiring happens efficiently.

### Qualifications:

- Clear communication skills, especially in emails and phone calls.
- Excellent customer service skills.
- High initiative.

- Computer literate.
- Experience using camper registration software, such as CampBrain, an asset.

**Application Process:**

Interested applicants are invited to email a resume and cover letter to [ajohnston@ivcf.ca](mailto:ajohnston@ivcf.ca)

Employment is conditional upon a clear police reference check. The successful candidate must be able to submit to InterVarsity's Code of Conduct and Statement of Faith. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest; however only those candidates selected to move forward in the recruitment process will be contacted.