

Administrative Coordinator Job Description

Denomination: Christian and Missionary Alliance	Church Size: 350+
Job Type: Summer Position	Position Status: Full Time, Summer
Potential Start Date: May 11, 2026	Potential Duration: 14 weeks
Department: Children's Ministry	Reports to: Children's Pastor
Pay: \$18.50 per hour	

Summary

The Camp Administrative Coordinator will provide administrative and organizational support for the camp team.

Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs. Contribute to creating inclusive, engaging, and age-appropriate programming using research and digital and approved AI tools that support social, emotional, and spiritual development in children.
- **Marketing:** Use digital and AI-assisted tools to design engaging social media campaigns to recruit campers and volunteers, highlight camp activities, and showcase achievements. Use digital tools and creative communication strategies to promote programs and strengthen community engagement.
- **Curriculum Development:** Assist staff in developing and revising curriculum for children and youth programs, ensuring activities are inclusive and accessible. Develop activities that promote active play, creative expression, teamwork, problem-solving, and life skills development.
- **Conflict Resolution & Positive Behaviour Support:** Apply conflict-resolution strategies to address disagreements among staff, volunteers, and participants. Promote a safe, respectful, and supportive environment by modelling positive communication and emotional regulation.
- **Relationship Building & Community Care:** Build meaningful connections with children, youth, volunteers, and ministry leaders. Foster an inclusive environment where all participants feel valued and supported.
- **Team Collaboration and Initiative:** Work collaboratively with ministry and leadership teams to support smooth daily operations. Demonstrate responsibility, adaptability, and initiative when responding to unexpected situations or changes. Model strong work ethic and leadership qualities for volunteers and summer staff.
- **Leadership Rounding & Program Monitoring:** Conduct regular check-ins at program stations and rooms to support leaders, ensure safety, and maintain program flow. Address emerging needs promptly and provide guidance to staff as required.
- **Post-Camp Evaluation & Preparation:** Collect and assess feedback from participants, parents, and staff to support continuous program improvement. Assist with post-camp clean-up, organization, and preparation for upcoming camp weeks.

- **Personal & Professional Development:** Complete weekly reflections to track learning, accomplishments, and areas for growth
- **Safety & Training Compliance:** Complete mandatory abuse-prevention and risk-management training. Uphold all organizational safety protocols and contribute to a healthy and inclusive work environment.
- **Organization:** Maintain organized digital workspaces (Google Drive, Planning Center, Jotform). Leverage AI and digital tools to streamline workflow. Create and maintain an inventory list of all camp supplies.
- **Budget Management:** Track and manage camp purchases, and submit reimbursements with approval. Maintain camp budget and finances.
- **Registrations:** Manage camper registrations, ensuring all forms and documentation are complete, accurate, and stored securely. Use digital systems and automated reminders to simplify processes.
- **Communication:** Keep families informed about camp activities, schedules, and updates through email, phone, and website communication. Assist the Camp Manager in preparing daily/weekly highlights for families and staff.
- **Volunteer Coordination:** Collaborate with the Volunteer Manager to recruit, onboard, and schedule volunteers. Use digital platforms to coordinate schedules, track onboarding, and enhance volunteer engagement.
- **Post-Camp Administration** - Safely store incident reports, medical forms, and other documentation digitally. - Maintain organized records for hand-off to the following year's staff.

Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Ability to work collaboratively.
- Experience in administration preferred.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant. Submit your applications at uachome.org/careers.