



Camp Pringle

Position Description – Office Administrator

Operated by the George Pringle Memorial Camp Society (the Society) on the traditional and unceded territories of the Cowichan First Nation, Camp Pringle is a place to gather in community, on the beautiful shores of Vancouver Island's Shawnigan Lake on Vancouver Island, to create a camping experience of acceptance, safety and belonging. The George Pringle Memorial Camp commonly referred to as Camp Pringle is a work in progress, having undergone significant upheaval over the past five years. This is an opportunity to work closely with the Board of Directors, and the United Church of Canada in establishing whole new relationships with campers and partners.

With a view to offering a myriad of camping opportunities for people of all ages, stages and abilities, in Society-run summer programs or in collaboration with community partners who rent the facilities for their own programs, Camp Pringle has identified the role of Office Administrator as a key link between the campus and users. Working on-site at Camp Pringle, the Office Administrator is responsible for office operations, rental relationships, coordination of on-site work/cleaning protocols, volunteer scheduling and registration of campers. *

Reporting to the Board of Directors of the Society in the absence of an Executive Director, the Office Administrator works collaboratively in a team environment with the Camp Hosts, Cleaning and Caretaking staff and/or other roles as staffed and identified in the future. The Office Administrator will also work closely with food services and activities contractors to support the smooth running of the camp and the needs of the groups who use the camp. More specifically, the Office Administrator will perform tasks in the following operations:

OFFICE MANAGEMENT

- Work from the office at Camp Pringle.
- Ensure it is a welcoming space, organized and clean.
- Maintain office equipment with support from the Resident Caretaker or approved contract suppliers.
- Support volunteer Camp Hosts as required.

RENTAL MANAGEMENT

Facilitate and negotiate all rental relationships in a timely manner:

- Receive and respond to requests for rental use of the camp.
- Prepare estimates for prospective rental groups.
- Prepare contracts for rental groups.
- Input data and maintain the Society's booking system and calendar (CampBrain).



- Liaise and maintain positive and productive working relationships with contracted service providers – Westcoast Catering and Pinnacle Pursuits.
- Liaise with Caretaker/Cleaning staff regarding upcoming rentals.
- Issue invoices to rental groups and follow up on deposits and payments.
- Communicate, collaborate, and assist the Board of Directors, volunteers, and all staff to promote, book, and ensure each rental has a positive experience from booking to rental completion.

PROMOTION of CAMP PRINGLE

Promote the camp for use with rental groups that are aligned with the values of Camp Pringle (guidance will be provided in this area prior to employment). This includes but is not limited to:

- Updating and maintaining social media.
- Creating and implementing plans to increase public awareness of the camp to possible user-groups.
- Coordinating site-visits from potential rental users.

COMMUNICATION

- Ensure needs of rental groups and campers are known through the organizational system to facilitate positive experiences at Camp.
- Report any breaches of safety and smooth operations of facilities to the Resident Caretaker and appropriate lead volunteers on the Board of Directors.
- Maintain positive relationships with neighbours as Camp Pringle continues its journey toward reconciliation and right relationships.

REGISTRATION

- Using approved software, open and fulfil the requirements to be able to offer online registration.
- Register all campers in Society Run Programs, maintaining detailed information about each camper.
- Coordinate communication between the program and the participant, etc.
- *Please Note: (In the first year of this position, this task is not relevant because the Society will not run its own programming in the summer of 2024)



TERMS OF EMPLOYMENT

- This position is currently accountable to the Board of Directors of the George Pringle Memorial Camp Society. The incumbent will be supervised by the Coordinator of Camp Ministry, First Third Ministries of the Pacific Mountain Regional Council of the United Church of Canada.
- Remuneration for this position is \$22/hour for 15 hours/week. Overtime is not expected and must be approved by the supervisor beforehand.
- In lieu of paid vacation, 4% vacation pay is added each pay period.