

## Camp Administrator - Job Description

<b>Post Title:</b>	Camp Administrator
<b>Rate of Pay:</b>	£350 per week +£100 for attending staff training
<b>Responsible to:</b>	Camp Director
<b>Responsible for:</b>	Responsible for the day to day running of the camp office.
<b>Purpose of job:</b>	Effectively undertake all the office based activities, including, taking telephone calls, meeting and greeting guests, parents and new campers etc. Maintaining and managing all camper and staff records and any other relevant information.

### Responsibilities:

1. Ensure the office is kept clean and tidy at all times.
2. Answer telephone in a polite manner, ensure all messages are recorded and passed on.
3. Ensure appropriate management of all data and information on computers.
4. On request provide staff with information held on data bases, and/or hard camper records.
5. Support staff with enquires and searches for telephone and contact numbers.
6. Maintain confidentiality of the office at all times.
7. Ensure money is available for campers and staff. Inform staff when lists need to be in, so that all money requirements are dealt with effectively. Ensure that this responsibility is delegated to an appropriate member of staff when access to money is required on a weekend.
8. Strictly maintain all records of petty cash and camper cash.
9. Support trips to the GP and ensure all forms are filled in appropriately.
10. Ensure the medications are appropriately handed out during the day.
11. Maintain the visitors' book, and badge system ensuring we are aware of all people on camp (including staff on days off etc).
12. Ensure all mobile phones are ready for use during phone nights.
13. Ensure lost property is presented to the campers during meal times.
14. Manage the accident and incident books at camp.

15. Ensure all campers and visitors are picked up on time, ensure appropriate staff are made aware of all arrivals and departures.

**Health and safety:** To maintain a positive attitude to health and safety in carrying out the duties of the post with special emphasis on the environment and safety of the campers in your care.

There is a no smoking and drinking of alcohol policy in force for the duration of the camp.

**Equal Opportunities:** Post holders must at all times carry out their responsibilities with due regard to the MoreLife's equal opportunities policy.

**Camp Administrator  
Person Specification**

ATTRIBUTE	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Good general education background with a high level of literacy, numeracy and spoken English</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or professional qualification</li> </ul>	Application
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Working in an administrative environment</li> <li>• Experience supporting a team</li> <li>• Experience of communicating with a wide range of people.</li> <li>• Working with Microsoft office packages</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with families and children</li> <li>• Experience managing and reporting petty cash activity</li> <li>• Experience managing databases and confidential information</li> </ul>	Application/ Interview
<b>SPECIAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Strong personal skills</li> <li>• Ability to use initiative</li> <li>• Be able to work under pressure</li> <li>• Strong organisational skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Ability to meet targets</li> </ul>		Application/ Interview