



# CQ Employment Opportunity

## Camp Administrator

**Location:** Toronto, ON

**Salary Range:** \$40,596 - \$47,478

**Reports to:** Camp Coordinator

**Working Conditions:** Full-time permanent, 37.5 hours/week. Day, evening and weekend availability required.

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### About Camp Quality Canada

Camp Quality Canada (CQC) strives to provide fun and empowering camp and virtual program experiences for kids affected by cancer and blood disorders and their families. Where childhood cancer families find joy and hope through the healing power of laughter and optimism, shared experiences and ongoing support. Originally founded in Australia in 1983, the Camp Quality name quickly spread throughout the world. Today, there are 4 Camp Quality organizations operating in 4 countries around the world. CQC is a grassroots volunteer-driven organization with a dedicated team of volunteers across Canada. CQC has a small staff team of 5 FTE primarily based in Toronto.

### Opportunity Overview

The Camp Administrator will support Camp Quality Canada by coordinating essential administrative and logistical functions that ensure the successful operation of our camp and volunteer programs. This role involves overseeing the camp database, ensuring compliance with volunteer requirements—including criminal record checks and references—and facilitating communication with volunteers and camper families. The Camp Administrator will support camper and family applications, distribute surveys to gather participant feedback, and contribute to newsletters and other informational materials. Additionally, this position entails organizing travel logistics for campers, volunteers, and staff, providing administrative support to the Camp Coordinator, and ensuring all camp operations run smoothly and efficiently. The Administrator will also provide support with grant applications and assist with event planning as needed.

### Responsibilities

#### Programs

- Manage the camp database to keep records accurate and up-to-date.
- Assist with camper, family and volunteer applications ensuring all required information is complete.
- Organize travel logistics for campers, volunteers and staff.
- Distribute surveys to collect participant feedback and compile data.
- Support with sharing of newsletters and informational materials.
- Respond to inquiries from campers, families and volunteers.





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- Assist with scheduling and preparing materials for volunteer training sessions.
- Track attendance for campers and volunteers.

## **Volunteers**

- Ensure volunteers complete required criminal record checks and references.
- Keep records of screening documentation organized and follow-up on missing items.

## **Administration**

- Provide administrative support to the Camp Coordinator and staff.
- Maintain and organize office files, both electronic and paper.
- Support grant applications by gathering information and submitting documents.
- Assist with planning and logistics for events.

## **Other**

- Attend at least one camp program per year as a participant to gain firsthand experience and insights.
- Serve as an ambassador for Camp Quality at recruitment and development events.
- Act as a positive role model for campers, volunteers and staff.
- Complete other duties as assigned.

## **What We're Looking For**

- 2+ years of experience in a related field, including administrative roles, preferably in a non-profit setting, or an equivalent combination of education and experience.
- Experience in camping or similar youth programming is preferred.
- Experience supporting volunteers is an asset.
- Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
- Excellent communication skills, both written and verbal.
- Ability to work on your own and collaboratively as part of a team.
- Proficient with Google Suite and comfortable learning new software systems.
- Clear and current criminal record check with vulnerable sector screening.
- Valid Driver's license.

## **Compensation and Working Conditions**

- \$40,596 - \$47,478 salary range, depending on experience; plus cell phone compensation.
- Full-time permanent, 37.5 hours/week
- Health benefits included immediately.
- 3 weeks paid vacation.





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- The position is hybrid, offering the flexibility of remote work from home, occasional in-person meetings at our Toronto office.
- The schedule of this position is subject to change to best support our regional camps and will include weekends, evenings and holidays.
- Camp Quality is committed to providing a diverse, inclusive and accessible environment for all staff. We recognize that some aspects of this position may involve visiting campsites that might present obstacles in terms of mobility and movement. Our goal is to accommodate and support all individuals of all abilities to ensure a positive and enriching camp experience.

## To Apply

Please send a resume and cover letter to [employment@campquality.org](mailto:employment@campquality.org); with the email subject line reading **2025001 - Camp Administrator** by **Wednesday, January 15, 2024**. Only applicants selected for an interview will be contacted.

If you're enthusiastic about this opportunity, but your experience doesn't align perfectly with our requirements, we still encourage you to submit your application. While we value the qualifications outlined in this posting, we appreciate the diverse experiences and qualifications that help to enhance our team. Your unique perspective and skills could make you the perfect match for our team!

## We're an equal opportunity organization

Inclusion is at the heart of what we do at camp. Camp Quality works to create inclusive spaces and programs for campers, volunteers and staff - free of discrimination based on age, race, ability, sexual orientation, or gender identity. We encourage all qualified candidates to apply.

## Accessibility

Camp Quality Canada welcomes and encourages applications from people with various abilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

***For more information about Camp Quality, please visit [www.campquality.org](http://www.campquality.org).***

