



## **Job Posting: Administrative Camp Office Lead Summer 2025 Camp Staff**

The Administrative Camp Office Lead is responsible for overseeing the camp office team and ensuring smooth daily administrative operations. This role requires strong leadership, organization, and customer service skills. The Administrative Camp Office Lead will be responsible for managing camp records, client interactions, and office organization while supporting camp supervisors and camp office leads as needed.

- Experience leading a small team in an administrative or customer service setting.
- Strong organizational and time management skills.
- Excellent communication and interpersonal skills.
- Police Record Check Police Record Check with a Vulnerable Sector Check
- Standard First Aid & CPR Level C (course taken no earlier than September 2023)

**Before continuing with the application process, please make note of the following:**

1. All staff must commit to working Monday-Fridays, must be flexible to work various hours (8-hour shifts) either starting at 7:30am or ending at 6:00pm, and be willing to work longer shifts if needed.
2. Mandatory Trainings: Attendance is required for the following trainings:
  - Camp Office Training: Tuesday, June 18<sup>th</sup>
  - All-Staff Training: Tuesday June 4<sup>th</sup>, Friday June 7<sup>th</sup>, Tuesday June 11<sup>th</sup>, & Friday June 21<sup>st</sup>

**WAGE: Please see the Wage Chart on our website for more information. To view, please click "About" then "Employment".**

**To apply: Please send your resume and a cover letter indicating why you would be the best candidate to:**

Dovercourt Recreation Association,  
c/o Roshelle Castro, Program Coordinator  
[Jobs@dovercourt.org](mailto:Jobs@dovercourt.org)

**Applications will be accepted until enough staff are selected.  
Interviews will be ongoing.**

For more information about Dovercourt and our camp programs, please visit  
[www.dovercourt.org](http://www.dovercourt.org).