




Camp Administrator

Summit Camps 2025

 647-262-9008

 camp@summitcommunity.ca

 www.summitcommunity.ca/summitcamps

Summit Community Church - 1750 Stouffville Rd, Richmond Hill, ON, L4E 0K3



Camp Administrator

Summer 2025 Contract Position

Frequency: 35 hours weekly

About Summit Camps

Summit Camps is a summer day camp with a focus on developing next generation leaders and guiding them to know and intentionally follow Jesus through camp ministries. We are committed to teaching God's truth, inviting kids to connect and respond to Jesus and providing a loving & irresistible environment for our campers to know & intentionally follow Jesus, grow in their leadership skills and make a positive impact in their community & world. Summit Camps is a ministry of Summit Community Church, a growing Church in Richmond Hill with a focus on developing intentional followers of Jesus who are growing in faith, loving in community and serving in mission.

Position Objective

Summit Camps is looking for high capacity Camp Administrator who is highly organized, detail-oriented and passionate about creating systems and structures that support camp environments and leadership to guide kids, youth, families, and leaders to grow in their faith . The 2025 Camp Administrator is responsible for coordinating administrative systems, managing camp records, tracking inventory, completing orders, supporting communications and helping ensure that camp programs are resourced to run effectively. The Camp Administrator serves to support the NextGen Pastoral Leadership team, Camper Program Director and camp leadership team with a variety of administrative and organizational tasks.

Key Responsibilities & Competencies

- Managing camp administrative systems and processes, including registration logistics, camper/LIT profile documentation, medical forms and camp communications
- Supporting the camp leadership team by working alongside the Camp Operations Lead to assist with tracking, organizing and managing camp inventory, supplies, and equipment needs
- Assisting with the documentation and reporting of camp incidents or health & safety concerns
- Maintaining accurate records of camper attendance, medical forms, incident reports, allergy alerts, and other essential documentation
- Collaborating with the camp leadership team to give oversight to registration day, as well as daily check-in and check-out systems for campers, LITs, volunteers and staff
- Collaborating with the camp leadership team to coordinate communication with families, providing updates, reminders, and support via email, phone or printed materials
- Collaborating with the camp leadership team to assist with managing schedules, camper/LIT/leader assignments, and other camp program needs
- Performing front-desk duties during camp weeks, including receiving and releasing full day & half day campers, communicating with parents/guardians, taking attendance, etc.
- Assisting the camp leadership team in the development of biblically-based leadership sessions or Bible lessons that align with Summit Camps' mission and the chosen curriculum / resources as needed



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- Working with the camp leadership team in the planning & coordination of end of week celebrations
- Supporting the camp leadership team in the planning of modifications or accommodations for intellectual, physical, dietary &/or medical needs where applicable & in the communication of a plan for the individual's informed care throughout camp programs and activities
- Working with the camp leadership team in the organization & operation of the LIT & Staff training week as needed
- Assisting the Camper Program Director in the creation and organization of camper tags, certificates, badges, welcome packs, and
- Assisting the camp leadership team with placing orders and completing expense reports as needed
- Preparing and sending Summit Camps receipts post camp programs
- Supporting training weeks, camp programs and special days or end-of-week celebrations with administrative and organizational tasks as needed
- Collaborating with the Camp Operations Lead & the Director of Camper Programs in the implementation of an environmental care plan including measures & best practices for recycling, compost & food/waste management, as well as grounds clean up & property/equipment stewardship
- Assisting with setup, teardown, decor and other preparations as needed
- Attending & representing the Summit Camps teams at local events, fairs / festivals, markets, and other community or Church events to promote Summit Camps 2025 programs as needed
- Able to maintain confidentiality and exercise sound judgement
- Proficient in basic office software (Google Workspace, spreadsheets, email, etc)
- Able to uphold Summit Community Church's mission, vision, values, guidelines & team handbook
- Additional duties & ad-hoc responsibilities may be assigned as objectives are determined

How to Apply

If you are interested in this employment opportunity, please have your resume & the contact info of two professional references ready to complete our [2025 Camp Staff Application Form \(CLICK HERE\)](#)

If you have any complications or questions while completing the form, please email camp@summitcommunity.ca

For more information on Summit Camps or Summit Community Church, please go to www.summitcommunity.ca

Contact Us

Email: camp@summitcommunity.ca

Website: www.summitcommunity.ca/summitcamps

