

Camp Artaban Society
Registrar & HR Assistant Job Description

Job Information

Full time, summer position (May to August inclusive)

Based at the in-town office: 1058 Ridgewood Drive, North Vancouver BC V7R 1H8 and Horseshoe Bay

Job Summary

The Registrar & HR Assistant is responsible for liaising with camp session directors to ensure all volunteer staff have completed an application form, health form, criminal record and vulnerable sector check and that all forms are in the office prior to going onsite.

The Registrar & HR Assistant is responsible for processing camper and staff registrations, ensuring they are correctly entered into the database and all forms are in order before the camping session begins.

The Registrar & HR Assistant is also responsible for managing boat days where campers and staff depart to and arrive from Camp Artaban.

Organizational Status

The Registrar & HR Assistant reports to the Office Administrator who oversees the daily operations of the in-town office.

Work Performed

Main Tasks:

- Registering campers for camping sessions & producing receipts
- Maintaining camper files within the Camp Artaban database
- Creating daily deposit sheets in conjunction with the Office Administrator to record Camper Fees, prepaid canteen and camperships for the Book Keeper; bank deposits
- Disseminating information to parents both online using our Email Service Provider and in hard copy when needed
- Liaising with camp session directors to ensure all volunteer staff have completed an application form, health form, criminal record and vulnerable sector check and that all forms are in the office prior to boat day
- Liaising with Onsite Director to ensure all boat lists, special diet lists, and medical information are current
- Collating health binders and liaising with Camp Nurse to ensure they have all health forms prior to the start of the camping session
- Managing Campership financial aid program including liaising with Anglican priests around the diocese for Campership interviews
- Reconciling camper numbers with the Bookkeeper

- Coordinating boat days for each Camp Artaban session with the director and senior Artaban staff or volunteer assigned for the day.

Other Tasks:

- Answer telephone, checking answering machine, emails and responding accordingly
- Correspondence with Camp as needed
- Ensuring the proper care of data to prevent loss, destruction and/or to prevent unauthorized access
- Performing other administration tasks, as relating to the core function, as may be assigned by the Office Administrator

Education/Work Experience

Minimum of grade 12 education.

Experience in an office essential and in a non-profit environment would be an asset.