



LBA Camp

Summer Camp Administrative Manager Part-time Position

About Leaside Baseball Camps

The Leaside Baseball Association (LBA) provides an opportunity for players in Leaside and the surrounding community to develop their skills and passion for baseball by offering a wide spectrum of quality baseball instruction and programming. The summer day camp is led by an exceptional team of counselors who play for LBA teams and who wish to develop the same love for the game in our youth players.

The LBA is looking to further expand and improve its camp offering by augmenting its leadership team.

Summer Camp

Our Baseball camp is a summer day camp for boys and girls ages 6 to 11. We welcome players with all degrees of baseball experience. The camp is located at Talbot Park at Bayview and Eglinton and will take place for 10 weeks over the last week of June to the third week of August, inclusive. Camp operates daily from 9:00 am to 4:00 pm (with extended care available until 4:30 pm) Monday to Friday.

Responsibilities and Duties

The Camp Administrative Manager works closely with the Camp Director for the planning, organization and implementation of camp operations and programming. The Camp Administrative Manager shall report to the Camp Director.

The Camp Administrative Manager is responsible for the following:

Pre-Camp (May and June, approximately 20 to 40 Hours)

Counselor Staff Management

- Work with the Baseball Programming Manager to plan and execute counselor hiring and training
- Complete administrative tasks accurately and on-time, including: paperwork associated with hiring, payroll, and scheduling

Equipment and Supplies Management

- Ensure that all required equipment and supplies are purchased, stored and organized at camp

Camper Management

- Implement method to identify campers in catered and extended care programs



Camp Season (June to August, approximately 27 hours per week)

Counselor Staff Management

- Assist in the supervision and mentorship of counselors by monitoring and training them so they are able to meet the expectations of their role as well as personal goals
- Ensure camp-wide policies and procedures (i.e. phones/tablets away during camp, regular headcounts, garbage pick-up, etc.) are implemented and followed by all counselors
- On weekly basis, prepare Camp Baseball Programming Manage with camper attendance, accommodation and medical needs, and any other pertinent information

Camper and Family Interactions

- Facilitate daily camp processes (e.g. camper check-in and check-out) and work with counselors for continuous improvement
- Prepare and send Camp Bulletin to parents
- Communicate and interact with parents as needed to handle program questions and feedback in a professional manner by providing exceptional customer service
- Assist counselors by providing care and comfort to upset, distraught or homesick campers

Health and Safety

- Manage Health & Safety procedures and duties to ensure our facilities are clean and organized; share with the counselors to ensure requirements are met
- Understand the legal responsibilities and moral imperative to report suspected child abuse to the authorities, following the LBA Youth Protection Policy

Miscellaneous

- Read and be comfortable with the Camp Staff Handbook
- Required to work approximately Monday full day, Friday afternoons and two half days over Tuesday, Wednesday and Thursday, during camp sessions.
- Act as a positive role model for campers and fellow managers and counselors

Experience and Skills

- Minimum 2 years' experience in a supervisory role over youth-oriented programs that demonstrates strong leadership, organizing and planning a program outline, and communication skills
- Well-developed interpersonal and relationship building skills: ability to establish rapport and maintain excellent communication with campers, parents, counselors and coaches
- Reliable, punctual, hard-working, and a motivated self-starter who likes to build things from scratch
- Able to work in a team environment as well as independently
- Ability to encourage and motivate staff, and to acknowledge and appreciate the contributions of others



Compensation

Compensation will be determined based on experience and qualifications and will be competitive with comparable positions.

Application Process

To apply for the Camp Administrative Manager position, please send your resume to leasideleafsbasketball@gmail.com. Applications are being accepted until March 31, 2019.

We welcome applications from people with disabilities and will provide accommodation as required by law upon request.

Job Type

Temporary Part-time