



## Position Description (Draft)

**Title: National Camps Administrator**

**Responsible to: Wellington (Preferred)**

**Part-time 30 hours per week**

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### INTRODUCTION

*“Working with churches, we create opportunities for children and young people to discover and follow Jesus, grow as leaders, and influence our world.”*

Scripture Union is an international organisation, working in more than 130 countries worldwide. One of our aims is to equip and train Christian leaders in the context of schools ministry, adventure-based camps and children’s ministry. Scripture Union teaches and models regular Bible use and prayer as a key part of growing holistically as a lifelong disciple of Jesus.

Scripture Union New Zealand is a volunteer-dependent organisation with many hundreds of volunteers leading and running our activities. We also partner with churches to support volunteers working with students in intermediate and secondary schools to enhance the school community, through Christian programmes and camps.

This position is part of the national team located at the Wellington National Office. The camps administration team provides accounting and financial services and support to all SUNZ camps staff and camp volunteers nationwide. When the hours are worked throughout the week is flexible and will be set on discussion with National Youth Team Leader.

### ***Purpose***

The role has the overall responsibility of providing day-to-day camps administration duties and support through the task listed below.

### ***Relationships***

The National Camps Administrator reports to the National Youth Leader and maintains positive working relationships with:

- All National Support Centre staff
- Ministry or Department Heads
- North and South Island Camps Facilitators
- National Safety Co-ordinators
- Regional staff and volunteers



**Tenure**

This is a permanent part-time position of 30 hours per week. With starting salary of \$32,000 (4/5ths of FT Salary \$40,000)

TASK DETAIL	
Responsibilities	Key Tasks
<p><b>Administration</b> To perform all tasks efficiently and on time and oversee other part-time staff.</p>	<ul style="list-style-type: none"> <li>Respond to enquiries about the SUNZ camping programme.</li> <li>Supervise part-time staff to complete particular areas of this role.</li> <li>Manage and approve the registration of youth campers, Supakidz campers.</li> <li>Reconcile payments of campers &amp; leaders fees and activity fees.</li> <li>Send camp information (camper letter, questionnaires) to registered campers.</li> <li>Help coordinate transport for some campers where possible.</li> <li>Manage maximum camp numbers of boys and girls and waiting lists.</li> <li>Liaise with Youth Ministry Leader re-approval of any sponsorship of campers and team.</li> <li>Follow up unpaid campers and leader’s fees.</li> <li>Liaise with cooks re special diets.</li> <li>Arrange advances to cooks.</li> <li>Promote prayer/praise needs before and after camp.</li> <li>Work with and assist the financial team as required.</li> <li>Call parents and campers when there are major changes to camps.</li> <li>Collate and send information to auditors as requested.</li> </ul>
<p><b>Camps</b> Assist camp facilitators in planning, implementing and evaluating the SUNZ camping programme. Work with camp Team Leaders to fulfil their roles.</p>	<ul style="list-style-type: none"> <li>Collate camp information for advertising and assist and work with marketing personnel on brochures and website.</li> <li>Set up camps in Arlo &amp; SMO databases.</li> <li>Work with Camps Facilitators, helping to meet deadlines and stay up to date on the needs of each camp.</li> <li>Gather questionnaires from campers and send to Team Leaders (TL) for each camp.</li> <li>Collate transport details for campers and send to TL for each camp.</li> <li>Liaise with Team leaders re camper letters and edit these.</li> <li>Liaise with TL re health and behaviour issues of campers identified at the registration process</li> </ul>

	<ul style="list-style-type: none"> <li>• Set up volunteers and camps in SMO and keep volunteer's information up to date</li> <li>• Keep volunteer's information on up to date in the SUNZ databases</li> <li>• Maintain communication with all TL and team members as required and assist volunteers with processes required for leadership approval.</li> <li>• Team member processing- references and police checks completed and recorded in SMO &amp; SUNZ databases. (Some phoning of referees and volunteers required out of office hours).</li> <li>• Provide updates of camper registrations weekly and final reports to TL prior to camp commencement.</li> <li>• Liaise with TL and organise team members to register for each camp.</li> <li>• Liaise with SUNZ safety co-coordinator re safety prior to camp and incidents and maintain incident reporting for staff and governance.</li> <li>• Organise support /emergency phone system for camps.</li> <li>• Statistic reporting for staff and governance.</li> <li>• Liaise with TL, &amp; finance re camp levies.</li> <li>• Thank you notes to TLs after camp.</li> </ul>
<p><b>Support/fundraising</b> Working to maintain support for camper sponsorship, camp sponsorship and financial support for your role, with the support and guidance of national funding personnel.</p>	<ul style="list-style-type: none"> <li>• Sending out a supporter's letter 3 times per year updating them with your work and thanking them for their support.</li> <li>• Provide thank you letters to sponsors of campers or camps.</li> <li>• Work with fundraising department to do what is required of you to help with your ongoing support.</li> </ul>
<p><b>Greater SU Involvement</b> Taking part in other SU events where required.</p>	<ul style="list-style-type: none"> <li>• Attend all youth staff meetings where required.</li> <li>• Attend the SU national staff retreat</li> <li>• Participate in any other national or regional events as requested. Example: Way2Go</li> </ul>