



TRUENORTH

SPORTS CAMPS

Job Title: Director of Administration

About True North Sports Camps

True North Sports Camps offers year-round sports programming for boys and girls ages 4 to 14 in Toronto, Etobicoke and Markham. We offer baseball, flag football, basketball, soccer and multi-sport summer day camps as well as after-school and weekend programs during the fall, winter and spring. At True North, we believe that recreational sports are an important part of every child's development and we make it our top priority to deliver a truly memorable experience.

True North Sports Camps was created by the founders of North Toronto Baseball Camp, and since 2007 our goal has remained the same: to provide the highest quality sports instruction in a fun, safe and encouraging environment.

The True North Philosophy

At True North Sports Camps we are committed to creating the best possible experience for every camper and great staff are vital to achieving that goal! While developing the campers' athletic skills is certainly important, our core focus is creating a positive environment for our participants, allowing them to have fun and forge lasting friendships.

Position Details:

Location:

The Director of Administration will be based out of our office located in mid-town Toronto (510 Eglinton Avenue West, Unit 3 M5N 1A5).

Hours of Work:

The Director of Administration is a full-time position from the beginning of May to the end of August.

- Office Hours (May & June)
 - Our office is usually open from 9:00am – 5:00pm Monday to Friday. However, there will be some duties performed outside of these hours on weekends and evenings, subject to availability.
- Camp Hours (July & August)
 - Camp operates daily throughout July and August from 8:30am – 4:00pm (with extended care from 8:00am until 5:00pm) Monday to Friday. The hours of work for the Director of Administration position are generally from 7:45am – 4:00pm, Monday through Friday; however, there will be some duties performed outside of these hours (most of which can be completed remotely).

Responsibilities

The Director of Administration is responsible for overseeing various administrative duties for all of True North's Summer Camps located in Toronto, Etobicoke and Markham. Although most of the work will be performed at the camp office, there will be periodic visits to our various campsites. As the Director of Administration you are responsible for but not limited to, the following:



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Pre-Camp (May & June)

- Participate in monthly meetings with the Board of Directors.
- On-board and organize the Coaches-In-Training (CITs) program.
- Assist the Leadership Team in on-boarding staff.
- Assist in the preparation and execution of staff training (both leadership and coaches training).
- Respond to parent communication.
- Assist in camp preparation (i.e. organization of director binders, picking up camp supplies, printing camp forms, etc.).

During Camp (July & August)

- General administrative oversight:
 - Parent correspondence via email and phone calls;
 - Payroll and staff attendance tracking;
 - Printing of scouting reports, attendance sheets and any other documents as required; and
 - Accounts receivable.
- Handling camper administration (medical issues, special attention needs, etc.) with the Program Directors' support.
- General supply oversight.
- Participate in monthly meetings with the Board of Directors.
- Plan and execute staff socials.

Experience and Skills

- Strong organizational and communication skills developed through previous administrative roles along with the ability to provide exceptional customer service.
- Experience answering phone calls and emails in an office environment.
- Strong knowledge of: Microsoft Word and Microsoft Excel.
- Well-developed interpersonal and relationship building skills: ability to establish rapport and maintain excellent communication with campers, parents, and coaches.
- Ability to work in a fast paced, team-oriented environment.
- Strong problem-solving skills.
- Must be energetic and have a high attention to detail.
- Ability to encourage and motivate staff, and to acknowledge and appreciate the contributions of others.
- The following experience is not required but is considered an asset:
 - Experience playing and coaching team sports **AND/OR** extensive experience working with young children in a supervisory role as a teacher or early childhood educator
 - Experience developing programs and activities for children in a management or supervisory capacity
 - Experience working at a summer day or overnight camp
 - Certified in Standard First Aid and CPR C



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Compensation

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

Application Process

To apply for the Director of Administration position, please visit the Join Our Team page on our website (<https://www.truenorthcamps.com/join>) and select the Apply Now button.

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