

CAMP ADMINISTRATOR

JOB DESCRIPTION • Contract: 8 Weeks

ABOUT STANDINGROCK KIDS FOUNDATION

Since 2006, StandingRock Kids Foundation has been on a mission — connect First Nations Youth with technology, keep it FUN, and root it all in who we are as Cree people. 20 years and 1,200+ camp kids later, we are still going strong! This year is extra special — our campers don't just bring themselves, they bring their families. Wâhkôhtowin in Action! means Youth AND their Elders learn side by side, and we need staff who can honour and celebrate that beautiful connection every single day.

POSITION DETAILS

Reports To:	Camp Facilitator / Organizer
Contract Term:	8-Week Employment Contract (July 6 – August 28, 2026)
Training Week:	Train-the-Trainer: July 20 – 24, 2026
Camp Sessions:	July 27 – August 21, 2026 (4 Sessions)
Locations:	Maskwacis Cree High School (Samson), Maskwacis, AB • Mimiw-Sakahikan School, Pigeon Lake, AB
Hours:	8:30 AM – 4:30 PM Monday – Friday
IRC/CYIM Check:	Required (must not be older than 6 months)

KEY RESPONSIBILITIES

- Support the Camp Facilitator/Organizer in all reporting, documentation, and administrative functions throughout the 8-week contract
- Maintain accurate participant records including registration, attendance, consent forms, and daily sign-in/sign-out logs
- Manage camp supply inventory and equipment tracking; coordinate ordering and distribution of materials for each session
- Collect, organize, and securely store all daily photos and videos submitted by staff; maintain the official camp media archive
- Receive all camp equipment (including the official camp camera) from the Team Leader at the end of the final session
- Coordinate volunteer scheduling and administrative logistics alongside the Team Leader
- Prepare and track session-by-session budget expenditures and submit financial records to the Camp Facilitator/Organizer
- Draft and distribute daily staff communications, announcements, and schedule updates as directed
- Coordinate logistics for participant take-home items: PCs, USB keys, T-shirts, headphones, and certificates
- Compile and organize post-session data for the final funder and program report
- Serve as the primary point of contact for parent/guardian administrative inquiries

WHAT WE'RE LOOKING FOR

While a passion for technology is a bonus, what matters most is your love for working with kids. We want staff who show up every day with energy, positivity, and a genuine desire to make every camper's experience fun and memorable.

- Experience in office administration, program coordination, or youth program support
- Highly organized with strong attention to detail and ability to manage multiple tasks simultaneously
- Proficient in Microsoft Office Suite (Word, Excel, Outlook) and comfortable with digital file management
- Excellent written and verbal communication skills
- Ability to work effectively in a fast-paced, community-centered environment
- Experience working with First Nations or Indigenous youth and communities is highly valued
- Cultural sensitivity and genuine respect for Cree traditions and protocols

CONSIDERED A STRONG ASSET

- Experience with grant reporting, funder documentation, or non-profit program administration
- Familiarity with digital photo/video file management and cloud storage
- Standard First Aid + CPR-C certification
- A valid driver's license and reliable personal vehicle, as camp programming takes place across two locations in Maskwacis and Pigeon Lake
- Social media experience — all staff are encouraged to capture camp moments daily

At StandingRock Kids Tech Camps, we embrace “Wâhkôhtowin in Action!” — meaning our campers (both Youth & their Elders) arrive as “Family Units”. The ideal candidate is someone who can connect genuinely with both Youth AND the Adults and Elders who accompany them, treating every family member with equal warmth, patience, and respect.

COMPENSATION

We offer a competitive rate that reflects your experience and the important work you bring to our camp community. Details will be discussed at the interview.

How to Apply:

Submit Resume, IRC/CYIM Check to:
Camps@StandingRockKids.com

Application Deadline:

June 17, 2026
Questions? Call: +1.780.362.1979