

Registrar and Administrative Coordinator

Location: Brigadoon Village, 1650 North River Rd. South Alton, NS

Timeframe: Full-Time (37.5 hours/week) contract for one year (maternity leave), some weekends and evenings as needed. Schedule will be flexed at different times during the year (ie. Working Sunday's in the summer months). Start date as soon as possible and continues until April 15th, 2018.

Overview:

Brigadoon is a year-round, non-profit residence camp facility. With our partners, we deliver camp programming to children, youth and families living with a chronic illness, condition or special need across the Maritimes. Brigadoon is a place where campers come to experience new things, meet friends who are facing similar challenges, and to just be themselves.

Reporting to the Director of Programs and Operations the Registrar will perform administrative duties related to the camp operations and facility management. They will be the liaison between groups visiting the site and the employees and volunteers at the Village. They will help to coordinate all aspects of the groups, campers and families who visit Brigadoon. They will provide administrative support to the Village staff through database entry and management, maintaining a filing system, ensuring confidentiality, and sending out information. They will help with the set up and take down of visits and help to coordinate special events.

Duties:

Finance

- Manage accounts payable for the Brigadoon Village facility (in concert with the ED, Bookkeeper and Treasurer)
- Manage accounts receivable and invoicing with respect to camp operations (eg. Parent fees, partner commitments, Outdoor Centre fees)
- Manage in season payroll and submit to bookkeeper every pay cycle
- Reconcile Visa statements, petty cash, etc.

Operations

- Camp registrar and main point of contact for parents
- Works with medical partners to ensure campers are confirmed and medically stable to attend camp
- Manage Campbrain Data Base
- Responsible for general administrative support of the Brigadoon Village facility in support of program, facility and kitchen operations as determined by the Director of Programs & Operations.
- Coordination of summer transportation
- Preparation of all support administrative materials for distribution to appropriate staff

Development

- As needed, log both online and hard copy donations to Brigadoon in the Development database (currently eTapestry)
- As needed, prepare bank deposits and their accompanying spreadsheets
- Support development in areas of stewardship and events as directed by the Director of Development

General

- Volunteer recruitment and management
- Other duties as assigned

Experience and Qualifications:

Required Qualifications

- Police and Child Abuse Check
- Standard First Aid and CPR Level C considered an asset
- Post-secondary degree/diploma in a related field
- Experience working with a not-for profit or charitable organization an asset
- Demonstrated management skills including: problem solving, analytical and organizational skills, innovation, creativity, time management
- Noted exceptional interpersonal skills and intuition
- Ability to work in a fast-paced, demanding environment of competing priorities
- Demonstrated ability to effectively and efficiently manage projects
- A commitment to meeting Brigadoon's mission
- Excellent written skills
- Proficient in Microsoft office suite
- Valid driver's license

Personal/Professional Characteristics

Enthusiastic, passionate, self-starter, creative, innovative, excellent time-management skills, flexible, adaptable, diplomatic, able to work in a small, fast paced, dynamic office environment. Willing to learn, teach, experience and have fun.

Salary: Brigadoon offers a market competitive salary based on experience.

To Apply:

Please email your cover letter and resume to:

Jen Kelday

Director of Programs and Operations

Jen.kelday@brigadoonvillage.org

Closing Date – Position will remain open until filled