

Administrative Coordinator



Camp Summit

Camp Summit is an overnight Catholic adventure camp for middle school youth entering grades 6-8 hosted at Eagle Bluff in Lanesboro, Minnesota. High schoolers who have experienced the formative training of Dream Team then serve as Fiat who mentor and walk with the campers. Camp Summit is seeking dedicated, passionate and faith-filled volunteers to help create a fun and formative camp experience for Parish groups throughout the Diocese of Winona-Rochester.

Role Overview

Works with the Camp Director to provide registration for Camp Summit. Works with Marketing and Merchandise Lead in developing marketing materials and ordering Merchandise. Help with compiling final registration, housing, and other administrative needs prior to Camp Summit.

Oversees Marketing and Merchandise Lead.

Desired Characteristics & Skills

- Organized and attention to detail
- Responds quickly to communication via email
- Knowledge of Excel and/or Google Sheets, Forms, and Docs

Responsibilities & Duties

- Assist the Camp Director with registration as needed
- Work with Marketing and Merchandise Lead to ensure marketing materials are completed before registration goes live mid January
- Work with Marketing and Merchandise Lead to order merchandise at least 2 months prior to Camp Summit

Time Commitment:

- Attend Core Team Meetings (about 6/year)
- Available for the entirety of one week of Camp Summit
- All adults 18+ must be VIRTUS trained and have a current background check within the last 5 years before any interactions with youth or Camp Summit begins
- Must fill out the online registration form online by June 1st

Expectations:

- Complete assigned tasks as needed before and during camp to ensure a fun, smooth, and successful camp experience for everyone
- Pray for Camp Summit and the youth, high schoolers, and adults experiencing God's love.
- Be fully present at Camp Summit. Come prepared to work hard, play hard and pray hard. Fulfill your role with enthusiasm, love, and faith!

Benefits:

Camp fee waived - includes all lodging, food, activities and a sweet camp t-shirt!