



Brigadoon Village invites applications for the position of
Camp Registrar and Family Liaison

Reporting To: Program Manager

Key Collaborators: Summer Director, Nursing Coordinator

Location: This full-time position is based at Brigadoon Village on Aylesford Lake and opportunity to work from home or out of our Halifax office dependent on the needs of the programs throughout the year.

Contract Term: Permanent, Full-Time

Salary Range: \$37,000 - \$47,000 per year

Who We Are

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley with an office located in Halifax's Hydrostone Market.

Who We're Looking For

The Camp Registrar and Family Liaison plays an integral role in the Brigadoon camper experience. As the first point of contact for our camper families, they oversee our camper application process and provide support to the camp operations team. As part of Brigadoon's strategic priorities, they are committed to Brigadoon's camper first philosophies and play a critical role in supporting hundreds of campers each year.

Key Responsibilities

Camper Application Process

- Manage Brigadoon's camper database 'CampBrain' including, but not limited to reviewing and updating camper applications, reporting and custom reporting.

- In collaboration with Brigadoon's Marketing and Communications Director, ensure all programs are promoted through appropriate channels, and marketing materials needs are met.
- Support camper families through the camper application process.
- Review all camper applications to ensure they are complete and doing follow ups as required.
- In conjunction with the Nursing Coordinator, ensure each camper is medically approved to come to camp.
- Manage camp waitlist in conjunction with the Summer Director.
- Lead all camper and family program evaluation and producing annual statistics, providing summary reports to both internal and external stakeholders.

Family Communications

- First point of contact for new and returning families via phone and email.
- In collaboration with Program Manager and Summer Director, develop and execute Brigadoon's year-round family communication plan.

Qualifications and Characteristics

- Community college diploma/University degree in Recreation, Social Sciences, Education, Administration or Health Disciplines
- Demonstrated skills including: problem solving, analytical and organizational skills, innovation, and creativity
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- Police and Child Abuse Check
- Excellent interpersonal, communications and consultative skills
- Excellent verbal and written communication skills
- Computer literacy
- Experience using camp software CampBrain considered an asset
- Ability to troubleshoot and resolve problems quickly and effectively
- Valid driver's license and access to a vehicle to be able to get to site
- Enthusiastic, passionate self-starter with excellent time-management skills
- Flexible, adaptable, and diplomatic
- Able to work in a small office environment and at program locations
- Commitment to programming for children with health challenges

Brigadoon Offers

- Full-time permanent position with competitive salary and benefits package
- A flexible approach to schedule and work location where we put our staff first
- A dynamic work environment where new ideas are encouraged, and brainstorming sessions break out frequently
- An environment that supports growth in your role and challenges you with new opportunities
- Brigadoon Village is committed to employment equity and aspires to have a workforce that is representative of the diversity of our community; we encourage all passionate, qualified candidates to apply

How to Apply

- Interested candidates are asked to submit their cover letter, resume, including salary expectations to careers@brigadoonvillage.org with the subject line 'Registrar'. We will begin screening applicants on January 17th, 2022. This post will remain open until filled.
- We thank all candidates for their interest, however only those under consideration will be contacted
- An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Education Verification, Criminal Background and Vulnerable Sector Search