



Office Manager and Registrar – Parental Leave contract

Organization: Camp Northland B'nai Brith

Location: Thornhill, Ontario (In-office)

Position Type: Full-time, 12 months (with the possibility of up to 18 months) parental leave contract

Start Date: Mid-January 2026

Compensation Range: \$50,000 - \$55,000 plus benefits, commensurate with experience

About Us

Camp Northland B'nai Brith is one of Ontario's premier Jewish summer camps, located on the beautiful shores of Moose Lake in Haliburton. We are dedicated to providing every camper with an exceptional experience rooted in Jewish values, community, and connection to nature.

Our mission is to provide exceptional camper care, innovative programming, and meaningful Jewish experiences, to help campers and staff grow, thrive, build lifelong friendships, develop life skills, appreciate nature and foster respect for one another.

Our year-round team, based in Thornhill, works collaboratively to bring this mission to life and ensure the smooth operation of our programs and summer experiences.

Position Overview

We are seeking a highly organized and motivated **Office Manager/Registrar** to join our dedicated team. This individual will play a key role in supporting the administrative and operational functions that make our camp season possible.

The Office Manager/Registrar plays a vital role in the registration processes, family communications, and office administration while contributing to the planning and coordination of events and logistics. This role requires strong organizational skills, attention to detail, and the ability to balance multiple priorities in a dynamic environment.

The successful candidate will embrace and promote Camp Northland's mission and values, ensuring that our Judaic, community-centered approach is reflected in all aspects of their work.

Key Responsibilities

- Provide administrative support to the camp leadership and program teams
- Assist with camper registration and maintain consistent, positive communication with families throughout the year

- Support logistics coordination and provide on-site assistance for baggage depots, camper departures and arrivals (occasional evenings and weekends)
 - Maintain accurate and organized records using the CampMinder database
 - Assist in planning and executing community events and information sessions
 - Manage office systems, equipment, and supplies to ensure efficient daily operations
 - Communicate with parents, staff, and vendors in a professional and responsive manner
 - Coordinate and prepare operational materials and documentation to support smooth camp activities and programs
 - Ensure accurate and organized maintenance of all camper and staff records and files
 - Support recruitment and onboarding of seasonal staff
 - Prepare documentation, materials, and supplies for summer operations
 - Provide administrative support for rental groups and special projects as needed
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Core Competencies

- **Planning and Organizing:** Manages multiple tasks and projects with competing priorities; anticipates obstacles and demonstrates flexibility to adjust as needed.
 - **Results Orientation:** Maintains a strong focus on completing tasks accurately and on time, with careful attention to detail.
 - **Adaptability:** Responds effectively to changing priorities, technologies, and requirements; works well in a variety of situations and with diverse individuals.
 - **Service Orientation:** Strives for excellence by delivering high-quality service and support to campers, families, and colleagues.
 - **Communication:** Communicates clearly and consistently, adapting messages and tone appropriately for different audiences and contexts.
 - **Problem Solving:** Breaks down complex situations into manageable parts, identifies key issues, and develops thoughtful solutions. Demonstrates initiative and sound judgment when facing ambiguity or change.
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Qualifications

Required:

- Strong alignment with the mission, vision, and values of Camp Northland and the Jewish Camp Council of Toronto
- Excellent organizational, administrative, and communication skills
- Ability to work both independently and collaboratively in a team environment

- Proficiency with Google Workspace and Microsoft Office Suite; experience with basic accounting, banking, and database management
- Flexibility to work occasional evenings and weekends for camp events and transportation days, with the ability to provide on-site support in Haliburton when required.
- Valid driver's license
- Current and valid vulnerable sector criminal background check

Preferred:

- Experience with CampMinder and/or Bloomerang (or similar CRM systems)
 - Experience in the non-profit, educational, or youth sector
 - Familiarity with Jewish community life and camp culture
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Why Join Our Team

At Camp Northland, you'll join a dedicated and supportive team that values collaboration, integrity, and purpose. This role offers the chance to contribute to life-changing experiences for children and staff, while enjoying competitive compensation, comprehensive benefits, and a positive work environment that fosters growth and impact within our community.

How to Apply

Interested candidates are invited to apply by December 8, 2025 by submitting a resume and cover letter to Rachel Evans, Registration Director, at rachelevans@campnbb.com. Please include a brief statement explaining why you believe you would be an excellent fit for this position.

Applications will be reviewed on a rolling basis, so early submissions are encouraged. **Please note that only candidates selected for an interview will be contacted.**

Camp Northland is committed to employment equity and encourages applications from all qualified individuals. If you require accommodation during the hiring process, please let us know and we will work with you to meet your needs. All applications will be handled in strict confidence.