



ONTARIO CAMPS ASSOCIATION

Community. Leadership. Life.

MEMBERSHIP ASSOCIATE

Summary

Reporting to the Executive Director, the Membership Associate is responsible for administering our Membership Programs, handling the day-to-day operations of the membership department, supporting various program committees; specifically liaising with the Standards Accreditation and Standards Review committees. As a primary contact to our members, this role requires a high degree of customer service abilities as well as cooperation and collaboration with others. The successful candidate will possess strong project management experience, be a creative problem solver, and an excellent relationship builder. The work is exciting, challenging, and rewarding, offering the opportunity to have influence in the field of camp in Ontario.

What we are looking for:

- An ability to collaborate with camps, members, vendors, volunteers, and staff from diverse backgrounds.
- Experience in camp management.
- A high degree of organization, attention to detail, and able to meet deadlines while managing multiple projects simultaneously.
- A commitment to advancing diversity, equity, and inclusion in the business of camp.

Membership Administration

Providing day to day administrative support to the membership to achieve renewal targets; additionally engage with new members to facilitate the onboarding process while working in consultation with the Mentorship Committee.

Work with the Executive Director to support all membership renewals and new member applications.

Liaising with the President, Bookkeeper and Finance Committee with updates about processing of membership renewals and payments. Provide reports and updates as requested on membership renewals, retention, and programs to assist in the achievement of annual targets.

Oversight and management of Wild Apricot (OCA's Database), including tracking sales records, subscription lists, and prospects, lapsed and current members.

Manages and updates to the OCA Members contact information on the website.

Manages and oversees the OCA job board on the website.

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416-485-0425 1-844-485-0425
ontariocamps.ca



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Standards Program Support

Support, interpret and apply standards in variety of settings and explain them in accessible language to members, volunteers, and stakeholders.

Recruit, support and manage volunteers in accordance with OCA's mission, vision, and values

Consult with Standards Accreditation and Standards Review Committee Chairs to complete key steps and communications for the Accreditation Program, including maintaining the volunteer components and administrative requirements of the program; assigning visitors; support with the answer sheets; identifying and addressing any issues pertinent to Standards Visits; and support with annual revisions to the OCA standards.

Guide members and other stakeholders through the Accreditation process.

Create training material for camp operations and team members.

Support with the communications and publications outlining the Standards Accreditation process.

Office Administration

Provide support with various committees, which may include minutes, tracking deliverables, preparing agendas, etc.

Attend and assist at OCA events as required (some evenings and weekends required).

Assist in special projects.

Other duties as assigned.

Skills and Qualifications

2-5 years combined experience in a membership role and/or a post-secondary education in a related field

Familiarity with membership-based organizations

Analytical thinking and an ability to solve problems

Proven experience in project management

Experience working with and supporting committees

Strong communication, relationship-building, and customer service skills

Experience in database administration; tech-savvy with considerable experience with technology tools for communication and productivity

Must be legally eligible to work in Canada.



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What OCA Has To Offer

- Health and dental benefits.
- Paid vacation and sick days, half-day Fridays in the summer.
- A flexible hybrid office model – there is a requirement of working in the office (when permitted to do so), as well as remotely on a regular schedule. The OCA office in Toronto, with access by highway and public transit and free parking.
- Individual offices are bright, dog-friendly and outfitted with additional air filters.
- Staff lunches and team bonding activities.
- Value of work-life balance; ensuring all team members are supported with their mental health.

OCA is deeply committed to ensuring our organization reflects the diversity of our members which includes diversity of race, gender identity or expression, sexual orientation, religion, ethnicity, national origin, disability, and all other protected grounds under the Canadian Human Rights Act. If you require accommodation at any stage during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation.

This is a full-time position with a salary ranging between \$46,000 to \$64,000 annually (to commensurate with skills and experience).

Please submit your résumé to Joy Levy, OCA Executive Director joy@ontariocamps.ca no later than May 31, 2022.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

About The Ontario Camps Association

Since 1933, the Ontario Camps Association (OCA) has played an important leadership role in promoting and encouraging children and youth camping in Ontario. Please visit <https://www.ontariocampsassociation.ca/> to learn more about the OCA.

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