

The Admin Team

The Admin team manages all of the bookings for our campers and day visitors as well as hosting the Kairos Camp Reception area, which is the main information hub.



- Welcoming campers as they arrive on site – so a smiling face and positive attitude are a must :)
- Booking campers and day visitors in on site, and providing all the info they might need about camp
- Sorting out paperwork – an eye for detail and good organisation skills would be very useful here – and making sure that other people fill in the proper paperwork as well – a stern look also useful!
- Acting as a main point of communication between all the teams, contacting team leaders, first aiders etc as necessary.
- Making sure the Reception is manned throughout the day, including some early morning shifts as campers are getting up or late night shifts until everyone is in bed.

More than anything, we'd love for all our team members to be willing to get stuck in and help out in a variety of ways over the weekend, as we seek to host a great event for young people.