



**Title: Programs Administrator**

**Reports to:** Chief Programs Officer

**Location:** Zilker Park / Lake Travis / Kyle /Remote-Hybrid

**Type:** Full-Time

### **About Austin Sunshine Camps (ASC):**

The mission of ASC is to provide the magic of overnight camp without the barrier of cost. We envision a world where all children have a place to grow, connect, and explore. Since 1928, ASC has provided free, fun-filled overnight summer camp programs for children by partnering with families who face barriers to accessing such programs.

ASC offers overnight camp programs during the summer, spring break, and winter break. Our overnight camps are accredited by the American Camp Association (ACA), which represents the industry's highest standard. Each year, we provide overnight camp to 760 children ages 8 to 15. Our 8 to 11-year-olds attend our Zilker Camp in Zilker Park and our 12 to 15-year-olds attend our Lake Travis Camp in Marble Falls. They swim, canoe, hike, learn new skills, create crafts, make music, and much more.

During the school year, we engage with our camper families through seasonal programs and events. These programs deepen relationships with families and increase access to the life-changing experience of camp.

### **About this position**

Every year, over 500 children experience the "magic" of Austin Sunshine Camps (ASC) at no cost to their families. But before the first campfire is lit, a complex web of enrollment, data integrity, and grant compliance must be perfectly executed. We are looking for a Programs Administrator—a systems thinker and compassionate communicator who will serve as the backbone of our program operations, ensuring that every eligible child has a seat at the table (and a spot in the cabin).

### **Your Impact**

#### **Mastery of the Enrollment Journey**

Serve as the primary registrar and the welcoming voice for ASC families via phone, email, and text.

Architect and manage our enrollment databases, ensuring the application process is seamless for families and the data is pristine for our team.

Own the lifecycle of a camper's journey: from initial application and eligibility verification to waitlist management and final reporting.

Track camper participation, demographics, and eligibility requirements.

Manage waitlists, cancellations, and enrollment communications with families.

Generate enrollment reports and data summaries for the Programs team and leadership.

## Grant Stewardship & Financial Compliance

Bridge the gap between Programs and Finance by ensuring restricted grant funds are coded accurately and spent effectively.

Maintain "audit-ready" records, tracking participation and demographics to satisfy our commitment to our generous donors.

Collaborate with the Finance team to reconcile program data with monthly invoices and financial reports.

Track participation and participant eligibility for grant-funded programs.

Reconcile program participation data with financial records to ensure accuracy.

## Operational Excellence

Support the Chief Programs Officer in scaling our operations as we grow.

Develop internal protocols that make our administrative engine run faster and smoother.

## Who You Are

**A Systems Specialist:** You have 3+ years of experience in nonprofit operations, registrar roles, or grant administration. You love spreadsheets and clean data.

**A Compassionate Communicator:** You can explain complex eligibility requirements to a parent with empathy and clarity.

**Detail-Obsessed:** You spot a data discrepancy from a mile away and take pride in "getting it right the first time." You have the ability to manage documentation, compliance processes, and reporting requirements.

**Mission-Driven:** You believe cost should never be a barrier to a child's growth.

**Tech-Fluent:** Proficient in Google Workspace and experienced with enrollment or CRM databases.

Must have reliable transportation for travel between Zilker Park, Lake Travis, and Kyle.

Willingness to support camp programming on-site (Ropes Course certification provided!).

Ability to pass a National Enhanced Criminal Background Check.

Fluency in Spanish preferred

The pay range for this role is:

58,000.00 - 65,000.00 USD per year