



Office Administrative Assistant

Job Title:	<i>Office Administrative Assistant</i>
Job Duration:	<i>On call, May 1 -May 31, 2019. Full time June 1, 2019 to August 25, 2019</i>
Job Hours:	<i>Full-time/ 40 hrs per week</i>
Reports To:	<i>Office Manager & Summer Camp and Outdoor Education Director</i>

Job Purpose

The Office Administrative Assistant is responsible for specific summer Day Camp and Resident Camp administrative tasks as assigned by the Office Manager and Summer Camp and Outdoor Education Director.

General Responsibilities

In collaboration with the Office Manager, Summer Camp and Outdoor Education Director and the Summer Coordinators:

- Pro-actively identify and solve problems and areas of concern for staff, campers and volunteers
- Plan, coordinate and disseminate weekly program schedules for all activities to staff and management
- Remain visible and accessible to staff and campers
- Inventory all supplies
- Contribute to daily/weekly staff meetings re: leadership, camper concerns, volunteer-support, schedule conflicts, etc.
- Adhere to and support all camp policies and procedures as detailed in the Staff Manual
- Report all accidents/incidents and program concerns to the Operations Manager
- Maintain high levels of staff morale and conduct by providing mentorship and support to staff and volunteers

Specific Duties and Responsibilities

Staff and Volunteers

- Assist to ensure staff and peers adhere to and support all camp policies and procedures as detailed in the Staff Manual
- Assume designated role as assigned by Executive Director/Summer Camp and Outdoor Education Director/Operations Manager in the event of an emergency
- In collaboration with the Coordinators:
 - Schedule and assign volunteers



- Schedule staff breaks and assign coverage

Administration

- Become familiar with and use the camp database (Campbrain)
- Waitlist Control - Organize Resident and Day Camp groups to ensure all spaces are filled from the waitlist. Contact waitlisted campers to move them off the waitlist and report waitlist concerns and unfilled groups to the Operations Manager
- Answer telephone when required
- Determine program supply requirements and provide weekly written re-supply reports to Operations Manager
- Assign and record staff accommodation weekly
- Submit a Final Report detailing the status of the summer camp office and supplies, making any recommendations for administration and any other constructive comments
- Provide Food Services with dietary lists, Day Camp lunch lists, camp numbers, Out Trip requirements, special event requirements

Communication

- Respond to general parent inquiries as required
- Maintain close communication with
 - Operations Manager
 - Camper parents/guardians as required and provide verbal and or written reports of these interactions when necessary
 - Food Services
 - Summer Camp and Outdoor Education Director

Other Duties

- The Administrative Coordinator may be asked to assist in duties not listed above. Sasamat Outdoor Centre expects the support of all staff members in fulfilling objectives that may not be specific to this position

Qualifications

Education

- Post secondary education in a relevant field

Specialized Knowledge and Certification

- Valid First Aid Certificate and CPR-C (or higher)

Skills

- Strong interpersonal and communication skills



- Ability to work independently and to exercise initiative
- Strong organizational ability
- Ability to work with a wide variety of ages and demographic groups
- Ability to take charge and motivate others
- Enthusiasm, sense of humor, patience, self-control
- Strong knowledge of MS Word, Excel

Experience

- Experience in an office or administrative-related field
- Experience working in a summer camp is an asset

Working Conditions

- May require working with difficult clients