



Office Administrative Assistant

Job Title:	<i>Office Administrative Assistant</i>
Job Duration:	<i>June 1, 2022 to August 30, 2022</i>
Job Hours:	<i>Full-time/ 40 hrs per week</i>
Reports To:	<i>Office Manager & Summer Camp and Outdoor Education Director</i>
Application Deadlines	<ul style="list-style-type: none">• <i>November 28th, 2021</i>• <i>Group interviews on December 4th / 5th, 2021</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

COVID-19 Policies and Procedures

- Sasamat outdoor Centre and Association of Neighborhood Houses of B.C (ANHBC) is committed to protecting the health and safety of its employees and the community. Subject to legal exemptions, proof of COVID-19 vaccination status will be required for this role prior to starting employment.
- Job offers with Sasamat Outdoor Centre and ANHBC is conditional on you providing Sasamat Outdoor Centre/ANHBC with proof, prior to the start date and in a form satisfactory to Sasamat Outdoor Centre/ANHBC, that you are fully vaccinated against COVID-19. If you do not provide such proof prior to your start date, job offers will be considered void and of no effect. If you are unable to be fully vaccinated on the basis of a ground protected by applicable law, you may request an accommodation from Sasamat outdoor Centre/ANHBC by contacting the Summer Camp and Outdoor Education Centre Director immediately. Sasamat outdoor Centre/ANHBC reserves the right to delay your start date while it considers your accommodation request. ANHBC also reserves the right to amend its COVID-19 vaccine requirement in its sole discretion.
- Sasamat outdoor Centre will work diligently to keep all staff informed of all Covid-19 related policies and procedures as they may change over time due to the ever-dynamic landscape and nature of the pandemic. For the most up-to-date policy information please visit our website at www.sasamat.org.



Self Care

- Summer camp is a job like any other, where self-care is extremely important and camp staff are expected to be at work ready for an energy filled day or week of programs, maintain healthy practices, and balance personal/social lives appropriately.

Signature: _____

Date: _____