

OFFICE ADMINISTRATOR

Position Title: Office Administrator

Responsible to: Summer Directors and Head of the Personnel Committee

Term of Employment: Approx. July 1st to end of camp

Remuneration: Depending on Qualifications and Experience. (Note: room and board included)

Level of Screening: Due to the high degree of risk the position poses to vulnerable people, including children and people with disabilities, this position requires a clear criminal records check

Job Description:

The Office Administrator is responsible to work closely with the Finance Manager, camp directors, Registrar, staff and volunteers in order to manage the daily tasks required to run an efficient office environment making sure that assigned tasks and responsibilities are delivered in a timely manner.

Qualifications:

- Experience in accounting/ book keeping/record keeping would be considered an asset
- Self-motivated with strong interpersonal and communication skills
- Well organized

Responsibilities

- Manage a weekly petty cash allowance of an amount set by the Finance Manager, requiring receipts for all expenditures to be submitted to the Finance Manager before issuing the next week's allowance.
- Organize and maintain a simple tracking system, for expenditures so that the Finance Manager is able to verify that all expenditures are properly authorized.
- Forward all required personnel data and payroll for staff and volunteers to the Finance Manager within a week of hiring during the camp season.,
- Be responsible for a record of the staff and campers involved in each camp on a weekly basis.
- Audit the operation of the tuck shop on a daily basis, and provide inventory reports in order to replenish stock on a weekly basis.
- Manage Lost & Found
- Work with the camp directors to ensure and encourage that confidentiality agreements and private matters are upheld.
- Co-ordinate the registration with the Registrar and camp directors.
- Each week, prepare for distribution, as required, the printed camper list showing campers and counsellors in each cabin
- Maintain a permanent file that shows for each week of summer camp, which campers were in which cabin or tent, and who the counsellors were for that tent or cabin, along with their official role (file must be accessible to the Personnel Committee)
- Follow up immediately to contact any no-shows on registration days
- Prepare any required reports relating to the summer camp operations, as applicable.
- Respond to the camp business emails or telephone inquiries in a reasonable time frame considering the request.
- Carrying out other related duties as necessary.

There are no staff members directly accountable to this position within the bounds of this job description

We welcome all applicants, however only selected applicants will be contacted for an interview.