



# Office Assistant

## Seasonal Position Description

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### Position Identification:

**Reports To:** Administrative Manager

**Position Period:** May 1 - August 31, 2023 (summer only employment is also a possibility)

**Position Location:** Huntsville, Ontario

**Honorarium:** \$300/week

### Position Summary:

This is a Spring and Summer position with multi-faceted responsibilities. As part of this team you must be both administratively minded, as well as friendly and cheerful so as to best care for our customers. In this role, you will often be the first point of contact for customers either on the phone, in person or via email.

### Key Responsibilities

1. **Reception & Communication** – Responding to emails, answering phone calls, and greeting customers in person at the office.
2. **Property Access** - Permitting access to the facility for guests at our front gate. This includes the possibility of being on-call for people arriving at Camp after office hours.
3. **Camper Registration & Data Entry** – Assist customers registering for Camp or make changes to a child's registration within our CampBrain database system.
4. **Administrative Support** – Provide support to various departments including the camp store, marketing and communications and summer camp directors. This could include tasks such as organizing mailing, adding postage to camper postcards, assisting our Tuck Shop Manager with administrative tasks and more.
5. **Other Duties as Assigned** – Being flexible to take on other duties as assigned to facilitate the overall objectives of the ministry.

### Necessary Skills & Experience

1. **Competent** in basic office administration procedures, telephone etiquette, customer service, and computer skills. Specifically, you should be comfortable working in Microsoft Word and Excel, able to use Google products (Gmail, etc.) as well as willing to learn how to use CampBrain – our database system.
2. **Quick learner** who pays attention to detail and accuracy.
3. **Self-motivated** and taking initiative to be efficient and responsible for assigned tasks.

4. **Well organized** both mentally and practically, knowing how to plan ahead, anticipate needs, prioritize tasks and maintain focus.
5. **Flexible** and able to adjust quickly to changing priorities.
6. **Mature and trustworthy;** able to understand confidentiality laws and responsibilities.

### **Personal Qualifications:**

- Be a Christian demonstrating a mature attitude of servant leadership, while having a heart for children and young people.
- Have a servant attitude, being both helpful to all and committed to “community”; the person in this role must be flexible and willing to pitch in and assist as part of the team.
- Demonstrate ease of communication with parents/guardians, suppliers, children, church leaders, and fellow workers.
- Cheerful with an upbeat personality and a pleasant telephone manner and helpful attitude.
- Be a teachable person of integrity.

### **Key Contacts:**

- Administrative Manager
- Operations Director
- Camper Parents, Guests and Seasonal Staff

### **Conditions of Work and Benefits:**

- You will be provided an honorarium of \$300/week, a shared accommodation on site as well as all your meals while employed.
- You will be provided 1 day off a week in the summer and 2 days in the spring.
- Must agree to and accept the Camp Mini-Yo-We Statement of Faith and the General Staff Guidelines as published in the Summer Staff Manual.

### **Find Out More & Apply:**

If you are interested in the position, or have any questions please contact Cathy Faubert the Administrative Manager at [cathy@miniyowe.com](mailto:cathy@miniyowe.com) or by phone at 705-385-2629.

Express interest or apply online at [www.campmyw.com/jobs](http://www.campmyw.com/jobs).