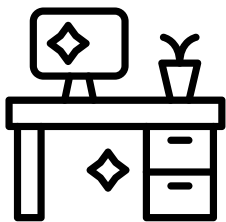




WE'RE HIRING!

Administration Assistant



Job Responsibilities:

- Supports the daily flow of camp by helping with office and admin tasks, working closely with leadership and office staff to keep sessions organized.
- Helps prepare and share weekly camper information and reports, paying attention to details so the right information gets to the right people on time.
- Welcomes gift shop visitors and supports gift shop operations, including helping with purchases, care packages, restocking, and tracking inventory.
- Organizes camper mail and communications, making sure incoming and outgoing mail is handled promptly and respectfully, and keeping any sensitive information private.
- Supports camp sustainability efforts in practical ways, such as tracking materials use, helping reduce waste, and sharing simple best practices with campers, staff, and visitors.
- Works as part of the camp team and steps in where needed, sharing responsibilities with coworkers, staying flexible, and helping keep camp running smoothly with camper wellbeing as the priority.

Requirements:

- First Aid and CPR C Certification
- Police Record Check
- Current NL Certification is an asset
- Ability to live on site at Camp Kawartha for the duration of the summer
- Primary work period: June - August 2026

Benefits:

- Administration Assistant Salary Range: Starting @ \$2000 for the summer of work
- Work and live in beautiful outdoor camp setting
- Join our tight knit, supportive camp community
- Opportunities for skills development and personal growth



Send your CV & cover letter to:
Email: gemma@campkawartha.ca

