



Camp Kawartha

Outdoor Education Centre • Environment Centre • Summer Camp • Facility Rentals

Main Office: 1010 Birchview Road, Douro-Dummer, ON K0L 2H0

Phone: 705-652-3860 Fax: 705-652-1500

Email: info@campkawartha.ca Website: www.campkawartha.ca

Environment Centre Office Assistant (9-week summer contract)

Camp Kawartha is recognized for its work in promoting environmental education and sustainability. We are continuing to find creative ways of incorporating stewardship into the culture of our summer camp.

The Environment Centre Office Assistant will be responsible for assisting in the administration of Camp Kawartha Environment Centre's summer camp programs.

Contract: June 26th – August 25th, 2023 (9 weeks).

Location: Camp Kawartha Environment Centre, Peterborough

Wage: \$17 per hour for 35 hours per week.

This position is funded through Canada Summer Jobs (CSJ). To be eligible, applicants must be between 15 and 30 years of age at the start of the employment. This position is also contingent on final approval of funding (expected April 2023).

General Duties:

- To provide support to our Environment Centre Manager in collecting, tabulating, and filing all related camp forms
- Managing the administrative tasks associated with summer camp program including data base management, acting as a parent liaison, conveying health concerns to our health team.
- Assist with customer service by responding to incoming inquiries. Provides general information about our services via email and phone.
- Monitors gift shop inventory and sales.
- Compile photos and videos for marketing purposes. Ensuring permission is obtained. Composing the end of week slide show.
- Assist in regular updates to parents regarding campers. Communicates with special guests, with staff and with service providers.
- Champion environmentalism, stewardship and sustainability whenever and wherever possible.
- Helps to prepare for daily programming. Assists in general upkeep of the facilities.
- Assist in other related duties as may be assigned.

Qualifications & Abilities

- Experience in an office environment
- Familiarity with Camp operations
- A strong interest in stewardship and environmentalism
- Proven ability to organize, deal with logistics and complexity
- Exhibits a high degree of initiative and self-direction; good analytical, organizational and high level of oral and written communication skills
- Computer skills including word processing and data management



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- Ability to work with tact and discretion, good public relation skills, good project management skills

Education:

- University or College Degree in progress in a relevant field.

Requirements:

- Must have clear criminal Record/Vulnerable Sector Check
- Standard First Aid & CPR

Camp Kawartha is an equal opportunity employer that strives for inclusion and diversity.

Please email a resume and covering letter identifying the position you are applying for to:

craig@campkawartha.ca

Deadline for Applications: Wednesday, April 26th, 2023

Thank you for your interest in Camp Kawartha.

Only those selected for an interview will be contacted.

Camp Kawartha is committed to providing accommodations for persons with disabilities. The Camp will provide support in its recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. Camp Kawartha is an equal opportunity employer. We celebrate the diversity of our camp community including differences in race, colour, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome candidates representing such diversity.