



Job Description – Administrator/Counsellor - \$14/hr

Camp EDIFY is a general summer camp where we believe that God wants all children to be whole and healthy in every aspect of their being. We are currently hiring an **Administrator/Counsellor (Job# 51722-2019-CA)** for the summer to assist us with daily activities and supervision of daily and fun weekly outings.

Roles & Responsibilities

Must be familiar with Word and Excel for Windows and perform a full range of clerical, administrative and business duties such as:

- preparing and processing a variety of documents
- reviewing and verifying completeness and accuracy of information
- responding and answering to telephone enquiries
- filing and general research for day trips, transportation rentals
- assistance with invoicing
- locate suppliers for local purchases, obtain quotes, and order and arrange for delivery of supplies and materials
- blog about camp activities daily – at least once or twice per day
- carry out accounting related duties, ensuring that strict deadlines are adhered to
- follow accounting related duties document and provide details on the dates/times required
- responsible for collecting payments for camp and trips on specified days
- follow-up with parents if payments are not received on time
- record keeping for funds collected as well as camper registration is critical success factor
- participate in 'Morning Manna' by acting, singing gospel songs, scripture memorizing etc. with campers
- as required: assist with the Supervision of the day to day activities of the camp children by assisting in the planning, development and leadership of camp activities and follow program outline.
- other duties as assigned by the Camp Director.

Requirements

- Between the ages of 17 and 30 at the start of employment, legally entitled to work in Canada (Canadian citizen, permanent resident, or person to whom refugee protection has been conferred), a full-time student during the previous academic year and intending to return to school full-time in the following academic year.
- Must have a valid CPR Certificate and First Aid Certificate by the first day of camp
- Provide a satisfactory Criminal Reference check and Vulnerable Sector Screening upon hire.
- Complete Plan to Protect Course
- Must be able to work a flexible schedule (between the hours of 7:00 a.m. to 6:00 p.m.)
- Previous experience working with children and youth in sport, recreational or community setting is an asset
- Demonstrated oral and written communication skills, organizational & time management skills

Salary & Duration

This position is supported by the Government of Canada and will pay a wage of **\$14.00/hour** at 30 hours/week between June 24th and August 16th, 2018 (training dates will be discussed).

Camp Location: Woburn Junior Public School (Markham/Ellesmere).

Application

Interested candidates are required to submit their resume to campedifykids@gmail.com. Please refer to the job title and job reference number above in your application. Deadline: May 17th, 2019.

We appreciate the interest of all applications; however only those candidates selected for an interview will be contacted.