



Camp Kwasind

SUMMER 2024 JOB DESCRIPTION

Position: Office Assistant

Purpose and Scope:

Camp Kwasind, a ministry of the Canadian Baptists of Ontario & Quebec, seeks to develop and nurture Christian faith and relationships through effective programs in a safe, exciting, and natural environment. It is our aim to be a living demonstration of God's love which is demonstrated through our care for all of creation, providing quality programming, and the intentional reaching out to those on route to Jesus as we live as a community of faith.

The Office & Hospitality team is responsible for communication, information and to ensure all guests have an exceptional experience with the tuck shop always being a highlight. This role as a member of the office team will focus on the successful support of the office management.

The Office Assistant will report to the Office Manager.

Qualifications:

- A mature faith in Jesus Christ and an active part of a local church.
- Commitment to the mission, faith, philosophy, staff code of conduct and core values of C.B.O.Q. & Camp Kwasind.
- Have experience in developing a creative and fun atmosphere.
- Committed to be a team player that is able to work in a flexible work environment.
- CPR and First Aid certificate are assets.

General Responsibilities:

- Attend and participate in Staff Training at the beginning of the camping season.
- Attend workshops, seminars and training pertaining to the position as requested.
- Know the aims and objectives of Camp Kwasind.
- Work with the Office Manager to ensure quality guest, camper, and parent experience.
- Attend all staff meetings, trainings, and staff bible study/faith practise and weekly chapels
- Active participation in Campfires, Vespers, Camper chapel, Camp Wide-games, and other programmatic elements as is requested and that is possible with this role

Tuck Shop Responsibilities:

- Oversee the management of the Kwasind Tuck Shop.
- Assist in the inventory of merchandise and inform the Office Manager of any supplies that need to be ordered.
- Ensure the Tuck Shop is properly sanitized and cleaned each day.
- Stock food and merchandise.
- Be available and assist other staff members in various aspects of camp operations.

Office Responsibilities:

- Assist in office space, assisting guests and campers with information or any questions.
- Be on duty to answer phone calls.
- Support with administrative needs.
- Assist Office Manager with creating check in lists and providing numbers and dietary to Dining Hall Coordinator

Office Responsibilities:

- Other duties as assigned by the Office Manager.

ACCOUNTABILITY

This position is responsible to the Office Manager