



Camp Kwasind

SUMMER 2024 JOB DESCRIPTION

Position: Tuck Shop Coordinator & 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 ensure all guests have an exceptional experience with the tuck shop always being a highlight experience. This role, as a member of this team, will focus on the management of our Tuck Shop and on the successful support of the office management.

The Tuck Shop Coordinator 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 CBOQ & Camp Kwasind.
- Have experience in developing a creative and fun atmosphere.
- Committed to be a team player that can 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.
- Inventory 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.
- Be aware of camper accounts and work with the Office Manager to make

- purchases to ensure proper inventory.
- Stock food and merchandise.
 - Supervise tuck shop during opening and closing day.
 - Keep track of all debt and credit transactions on camper's tuck accounts using the square device.
 - Provide Inventory control and do mid-summer and end of summer report.
 - Ensure camper cabin photos and camp-wide photos are distributed on the last day.
 - Opening tuck shop during free time and at designated program time.
 - Creating unique sales ideas and marketing strategies.
 - 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