



OFFICE & TUCK SHOP

Coordinator

SUMMER 2025 JOB DESCRIPTION

Contract Details

Accountable To: Office Manager

Period: June Staff Training - July & August (exact dates set in contract)

Honorarium: \$175 / week (plus room & board)

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.

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 can work in a flexible work environment.
- CPR and First Aid certificate are assets.
- Competent on basic office administration (including telephone etiquette, customer service, use of Microsoft Office platform)
- Servant Hearted
- Enthusiastic and Approachable – willing to go meet with customers and recommend items
- Problem Solver and able to adapt to challenging situations
- Responsible in management and handling of money, systems, confidentiality

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 practice 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.
- Operate the tuck shop for campers and guests as needed and during designated times. Must have a friendly storefront demeanor and be able to work face to face with guests
- Have a daily checklist to ensure the store is open on time, clean, runs smoothly and is locked up when not in use.
- Ensure increased sales and add new strategies to maximize sales and ensure the displaying and the layout of items and pricing is clear and easy to customer to see
- Assist in recommendations for tuck items
- Assist in the inventory of merchandise and inform the Office Manager of any supplies that need to be ordered – receive and organize new inventory and restock shelves.
- Ensure the Tuck Shop is properly sanitized and cleaned each day.
- 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.
- Manage office, bunk1 notes and redirect emails on Office Manager day off
- 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.

Your Support

- The Office Manager – They will support and mentor you during your time at Kwasind with 1 on 1's, encouragement, development and prayer.
- Your Spiritual Health – All staff at Kwasind are given time each day to spend with Jesus and their bible. You will have daily time to connect with other staff, read and discuss the bible during faith practice, and pray together.
- Your Mental/Physical health – We care about your mental and physical health, so each day we provide designated rest times to provide space to focus on self-care. Kwasind also has a registered nurse on site each week to provide additional care as needed.

