OFFICE AND TUCK SHOP ASSISTANT COORDINATOR

SUMMER 2027 JOB DESCRIPTION

Contract Details

Accountable To: Office Manager
Period: Staff Training in June and July- end of Summer Camp Weeks (exact dates set in contract)
Honorarium: $225 / 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 and Tuck Shop Coordinator is responsible for ensuring all guests have an exceptional experience with our Tuck Shop. This role will focus on the management and organization of our Tuck Shop and provide administrative support as part of the admin team.

The Office and 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 working with children and youth in a creative and fun atmosphere.
- Have creative experience and a portfolio of video and photography work.
- Have superior video production, computer, and technical knowledge.
- Have their own equipment to supplement what camp can provide.
- Possessing a valid driver's license is an asset.
- Ability to work with minimal supervision and work to deadlines.

General Responsibilities:

- Attend and participate in Staff Orientation Weekend and Sr Staff and All 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

- Assist in the management of the Kwasind Tuck Shop.
- Inventory merchandise and inform the Admin Team 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 dietary needs
- Work with the Admin Team to make purchases to ensure proper inventory.
- Ensure shelves are stocked with food and merchandise.
- Supervise tuck shop during opening and closing day.
- Keep track of all debit 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 camp-wide photos are distributed on the last day.
- Opening tuck shop during 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.
- Other duties as assigned by the Admin Team.

Your Support

- 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.