



Office Administrator/Registrar

The office manager ensures the smooth running of camp on the administrative end. This person is responsible for ensuring all camper paperwork is submitted on time, and follows up with any inquiries or questions that come in. They are available to assist with Camper Arrival and Departure, and hours are reflected over the course of the week.

Qualifications

- Ideally completed at least one year of post-secondary education.
- Proven interpersonal skills
- Experience using Microsoft Office programs
- Must be self-motivated and able to work with little supervision
- Have valid Standard First Aid and CPR-C Certificates, an asset
- Clear Criminal Record Check, with vulnerable persons search
- Clear Child Welfare Check

General Responsibilities

- To assist in the daily office duties of Camp Tamarack.
- Maintain camper files, ensure all paperwork is submitted prior to camp.

Specific Duties

- Complete processing of camper applications, bank deposits and reports.
- Respond to inquiries via phone and email.
- Assist with managing Social Media (Facebook, Twitter, Instagram via Hootsuite)
- Filing and Office Maintenance.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Date of Contract: TBD, based on need and availability

Wage: TBD, based on experience