POSITION TITLE: Office Administrator

Employment Type (FT, PT, Contract): Contract
Rate of Pay: $14.00/hr
Job Location: Christie Lake Conservation Area
Hours of Work: 7.5hrs/day
Start Date: Week of June 20th 2020
Application Deadline: Aug 21, 2020

COMPANY NAME: YMCA HBB
Street Address: 79 James St S
Phone: (905) 317-4929
Fax: N/A
Email: hbb.daycampjobs@ymcahbb.ca
Website: ymcahbb.ca

General Description of Duties:
The Office Administrator is responsible for the administrative duties required for the summer day camps at Camp Chippewa and Specialty Chippewa. The Office Administrator will report directly to the Site Supervisor and be responsible for monitoring attendance, following up with incidents or absent campers, answering phone calls to camp and working as a team to ensure safe, quality programs.

Responsibilities:
- Must have your own transportation to and from camp
- Ensures bus monitors hand in attendance, then compares bus attendance to attendance sheets submitted by the Camp Counsellors
- Ensures counsellor program sheets are handed in on time, then passed to Site Supervisors and Section Heads for approval
- Answers camp phone and assists Site Supervisor with addressing parents questions and concerns when needed
- Prepares counsellor group lists for each week of camp, and ensures the bus monitors receive their updated lists
- Signs visitors in and out for campers who are dropped off and picked up
- Ensures there are adequate medical supplies in the office
- Scheduling of activities
- Attends staff meetings, records and types up minutes
- Assists with the completion of all administrative duties delegated by Site Supervisor (i.e. camp attendance, bus attendance, accident/incident reports, camp newsletter, alphabetically file behavior logs, sign in and out of walkie-talkies)

- Provides assistance with Day Camp set up and tear down (June and last week of camp)

- Other responsibilities as required in dynamic working environment

Skills and Experience Required:
- Standard First Aid and CPR-C valid through Summer 2020 (must provide proof of certification or enrollment in course before contract signing)

- 2-year post-secondary degree/diploma, or pursing the same, in any office administration or business discipline

- Must submit clear Police Records Check prior to commencing work

- Previous YMCA camping or child and youth program experience is preferred

How to Apply:
Please complete the online application: https://ymcahbb.campbrainstaff.com

When you are done your application please email your resume and copies of all required qualifications. Only attach current and valid qualifications or proof of enrollment in courses to acquire valid certifications. Resumes can be sent to: hbb.daycampjobs@ymcahbb.ca

Ensure you have and show proof of all necessary qualifications valid through 2020, or show proof of being enrolled in courses you still need to acquire (Standard First Aid and CPR-Level C for all staff, NLS for Waterfront Positions). Only staff with proof will be interviewed for positions.

Please DO NOT get a Criminal Reference Check or Vulnerable Sector Screening prior to receiving an employment offer.

Please note start and end dates of all positions you apply to. Only those who can complete full contracts will be considered for full time positions. Any staff requiring significant time off will be considered for supply positions.

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