



Sagitawa Christian Camps

Box 61
Moberly Lake, BC V0C 1X0

Ph 250-788-2361
Email: office@campssagitawa.ca

Position Title: Administrative Assistant

Reports To: Site Director

Location: Moberly Lake, BC

Position Type: Full-time permanent salaried position

Position Summary

The Administrative Assistant maintains the basic administrative integrity of the camp while also serving as a general guide for members of the public, staff, campers, and other visitors. Administrative Assistants tend to paperwork, digital and physical filing, camper registrations and other such responsibilities so other employees are free to focus more intently on their core responsibilities. The Administrative Assistant also serves as an assistant to the Site Director.

Duties: Off-Season

- Reception-Connect or respond to those who visit - in person, over the phone or electronically - with requested information or employees and departments as appropriate
- Guest Groups-Serve as a Guest Group Co-Coordinator by Responding to rental inquiries, book groups, invoice and assist the Site Director once the group is on site
- Basic bookkeeping, upload receipts and digital income to accounting programs, deposit incoming cheques/cash, track cash payments and other income
- General office & Admin duties-Collect/Send mail, keep office tidy, photocopy, issue/track keys, process lost & found, Data-Entry etc.
- Attract and schedule volunteers
- Process paperwork for SEEDs & summer staff
- Camper registrations-Process payments in accounting software and registration portal, generally start in January
- Screening: direct relevant enquiries to employees and departments while ensuring general sales solicitations and other such calls are restricted to emails
- Records Management: maintain organizational documents and records via the appropriate filing systems
- Equipment Care: Ensure office equipment stays in good working condition and order repairs when needed
- Inventory: Maintain a basic inventory of office supplies, proactively order replacements, and distribute to departments or areas as needed
- Emergency Dispatch: Maintaining real-time records of all people on the organization's premises so all people are accounted for in the event of an emergency and contacting emergency responders when required
- Engage in other activities as directed by the Site Director

Duties-In Season (In addition to off season duties)

- Direct campers, parents & volunteers who come into the office
- Support Day 1 camper check-in through payment processing, late arrivals etc.
- Support First Aid by processing medical forms and phone calls home as needed
- Support Food Service Manager with information on food allergies, number of people on site etc.
- Process early camp departures
- Participate in staff meetings and devotions
- Supervise camper phone calls home
- Track tuck income and payouts



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Qualifications & Skills

A varying combination of skills and experience may be considered when awarding this position to an applicant.

Spiritual

- Must be a born again Christian and maintain a growing relationship with the Lord, modeling Christ in all aspects of work and personal life
- Be active in staff prayer meetings and devotional times
- Be in agreement with Camp Sagitawa's statement of faith and whole-heartedly support its Mission, Vision and Values

Experience, Knowledge & Training

- Familiarity with Google Drive and Microsoft Office
- Experience working with children, adults and in a team.
- Administrative experience an asset
- Familiarity with any of the following an asset: Quick Books, CampBrain, Dext, Plotoo

Skills

- Excellent interpersonal abilities
- Strong organizational & communication skills

The successful applicant must provide a clear criminal record check with a vulnerable sector search.

Bona Fide Occupational Requirements

The successful applicant must be able to see, hear & speak English fluently as the core responsibilities of this position requires the person to communicate effectively with others.

The successful applicant must be a Christian who will be required to participate in and lead devotions, pray with people who request it, and share the Gospel effectively with others.