



**Job Title: Administrative Assistant  
Pioneer Ranch, Rocky Mountain House  
(2 Month Position)**

**Purpose:** Assist in the smooth running of APC kitchen, office administration, Tuck Shop management, and collecting photos for each Summer Camp.

**Reports To:** Office Manager, Bookkeeper and Ranch Summer Director

**General Responsibilities**

- Demonstrate a positive attitude with the many different volunteers that help. Find their strengths and weaknesses, compliment and encourage them, work positively with them. Serve them in a way that empowers and enables them to do their job better.
- Organize and enable other administrative staff to carry out their duties in relation to all camp administration.
- Strive to be a "team player" recognizing that it takes many people working together in humility to accomplish a goal.
- Communicate with your supervisor regarding personal and professional needs and limits (time-off, concerns, illness etc.).

**Responsibilities Specific To: Tuck Shop Management**

- Assisting in taking inventory before summer camp season starts
- Setting up Tuck Shop initially for summer camp in an attractive manner
- Setting up Tuck Shop-daily in advance of Shop being open
- Inputting new product codes into cash register
- Input Staff Discounts into cash register
- Assisting the Camp Registrar & Bookkeeper with Tuck accounts
  - Floats
- Receiving cash, debit, credit card purchases from parents/staff
- Following up and collect on any tabs created by staff/volunteers
- Keeping a watchful eye on merchandise inventory
- Informing Ranch Office Manager about when new candy/clothes needs to be purchased
- Assisting with trips to purchase more inventory
- Be in touch with Pioneer Lodge regarding their inventory/pricing
- Manning the Tuck Shop during each camp and instructing volunteers in Tuck procedures
- Refunding Cash Monies on Departure Days
- Having Tuck Shop open on Departure Days
- Doing closing inventory at end of summer camp season

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Administrative Assistant Job Description, Pioneer Ranch, 2 month position 2019



### **Responsibilities Specific To: Administration**

- Answering phones in a friendly manner
- Relaying messages to appropriate people
- Assisting with Filing, Printing, and Data Entry
- Town errands - picking up mail and supplies
- Assisting with camper registration and sign-out on Registration Day / Departure Days
- Assisting with preparing Camp Directors'/Camp Medic Binders
- Using camper registration software to complete daily assigned tasks
- Following up on outstanding volunteer documents
- Contacting volunteers/camper parents as needed
- Christmas Cards: Counting and Labeling

### **Responsibilities Specific To: Photography**

- Compiling Cabin Photos from each camp
- Taking photos for each camp or getting the pictures from the person who is taking the photos for a particular camp.
  - Store on OneDrive and label photos by cabin and camp

### **Requirements**

- Willingness to learn and grow in leadership skills and character development
- Good verbal communication skills
- Computer skills [Keyboarding, Outlook, Word, (EXECL - an asset)]
- Ability to be keen, enthusiastic and flexible in a fast moving environment
- Knowledge and understanding of children's programming, customer service and the importance of teamwork!
- Demonstrate a growing faith in Jesus.
- Current full-time student and returning if receiving Canada Summer Jobs grant
- Personal relationship with Jesus Christ and desire to grow as a follower
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

**Length of Position:** June 28 – August 28, 2019