



Job Title: Administrative Assistant
Pioneer Lodge
Sundre
(4-Month Position)

Overview: The Administrative Assistant will work with a team of Pioneer Staff to accomplish various administrative responsibilities. Depending on the interests and strengths of the administrative assistant, they may focus on a certain area of responsibility.

Purpose: To assist in the smooth running of PCA office administration, and Tuck Shop management.

ADMINISTRATIVE DUTIES

Reports to: Lodge Bookkeeper, Lodge Office Manager/Camp Registrar

Responsibilities:

Tuck Shop Management Duties:

- Doing initial 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, Month End Reports
- 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 throughout the season
 - Informing Bookkeeper about when new candy/clothes needs to be purchased
 - Assisting with trips to purchase more inventory
- Be in touch with Pioneer Ranch 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

Office Assistant Duties:

- Answering phones in a friendly manner
- Relaying messages to appropriate people
- Assisting people with Filing, Printing, Data Entry
- Assisting with camper registration and sign-out on Registration Days/ Departure Days
- Overseeing Summer Camp Lost & Found
- Assisting with preparing weekly Camp Directors'/Camp Medic Binders

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Administrative Assistant Job Description, Pioneer Lodge 4-month position 2023



- Using camper registration software to complete daily assigned tasks
- volunteers/camper parents as needed
- Christmas Cards: Counting and Labeling

General Duties (related to being part of the Spring and Summer Program Teams):

- Clean up what you use: kitchen, dish-room, laundry, common areas, and personal living space
- Ask Supervisor or Team Leader about having visitors
- Attend team prayer times and Bible studies
- Return tools or equipment you use to the place you got it
- Ensure that equipment is in good working order in each area you lead
- Ensure any equipment you use in personal time is ready for use during next scheduled activity
- Ensure that keys are returned to their storage place
- Learn to repair various program equipment as needed and report missing/damaged equipment to supervisor
- Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting
- Be an active participant in leadership and skill development opportunities
- Take initiative in the learning process, ask questions, and understand own limits
- Be willing and able to step in serving at mealtimes and doing dishes on a rotational basis throughout the season
- Be willing and able to participate in various areas of camp site/facility area clean-up as assigned/needed on a rotational basis throughout the season
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities

Requirements:

- Personal relationship with Jesus Christ and desire to grow as a follower
- Teachable, helpful, friendly, hard-working, maintain a positive attitude, reliable, flexible, and a team player
- Minimum High School Diploma
- Police clearance via Police Reference Check
- Signed Statement of Faith Agreement & Code of Conduct Policy

Job Specific Qualifications:

- Must be a minimum of 18 years of age
- Excellent record keeping skills
- Aptitude for working with numbers
- Good verbal communication skills
- Computer skills [Keyboarding, Outlook, Word, (EXECL - an asset)]
- Previous experience with cash registers 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!

Length of Position: 4 months: May 1 - August 31, 2023