



Job Title: Program Instructor, Administrative Assistant and Social Media Coordinator

Pioneer Lodge

Sundre

(3 month Position)

Overview: The Program Instructor will work with a team of program instructors and rotate through various program and administrative responsibilities. Depending on interests and strengths of each program instructor, they may focus on a certain area of responsibility. In managing social media accounts for camp, the Social Media Coordinator will be responsible for facilitating frequent updates to PCA's social media platforms.

PROGRAM INSTRUCTOR

Purpose: To provide high quality programming and support to cabin leaders and campers.

Reports to: Team Leader and Lodge Summer Director

Responsibilities:

Program Duties:

- Assist in program implementation and evaluation:
 - Learn each area of program in order to lead safely in that area
 - Excel in an area of focus and develop your skill and creativity in leading that area
 - Take initiative in the learning process, ask questions, and understand own limits
 - Be on time and ready for the beginning of each activity block, group activity, staff activity or staff meeting

- Assist in the care and maintenance of program materials, equipment and supplies:
 - Ensure that equipment is in good working order in each area you lead
 - Repair or report any equipment that is damaged or needing replacement
 - Ensure that all equipment is returned to its storage space and secure
 - Ensure that keys are returned to their storage place
 - Learn to repair program equipment as needed

ADMINISTRATIVE ASSISTANT

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

Reports to: Lodge Bookkeeper, Lodge Office Manager/Camp Registrar and Lodge Summer Director

Pioneer Camp Alberta – Pioneer Lodge
Box 660, Sundre, AB, T0M 1X0
P: (403) 638-2660

lodgeinfo@pioneercamps.ab.ca / www.pioneercamps.ab.ca

Program Instructor, Social Media & Administrative Assistant Job Description, Pioneer Lodge, 3 month position 2021



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
 - 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
- 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

SOCIAL MEDIA COORDINATOR:

Reports to: Lodge Summer Director

- Collect and facilitate the posting of photos, updates, and information on PCA's social media platforms
- Collaborate with Lodge Summer Director to create content for PCA's social media platforms

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General Duties (related to being part of the Spring/Summer Program Team):

- 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 any equipment you use in personal time is ready for use during next scheduled activity
- Be prepared and on time for duties, group activities and meetings
- To be an active participant in leadership and skill development opportunities
- Be willing and able to step in serving at meal times 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
- Be willing to participate in Staff Work Days in various areas as scheduled throughout the season
- Be willing and able to lead evening program and campfires 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 a cash register an asset
- Ability to take quality photos on a smart phone or camera
- 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: June 1-August 30, 2021

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