



Job Title: Office Assistant

Location: Pioneer Lodge, Sundre or Pioneer Ranch, Rocky Mountain House

Reports to: Pioneer Camp Office Manager, Pioneer Camp Summer Director

Purpose: Assist in the smooth running of Pioneer Camp administration and daily camp activity.

Essential Job Responsibilities:

- Assist with camper registration on Registration Day
- Answering phones in a friendly manner
- Relaying messages to appropriate people
- Filing
- Printing
- Christmas Cards: Counting and Labeling
- Putting together Camp Directors'/Camp Medic Binders
- Data entry
- Will be required to assist as directed with cleaning and sanitization procedures as directed by leading health authorities

Qualifications:

- Office experience an asset
- Experience in a fast-paced setting an asset
- Organized
- Knowledge of Word/Excel
- Must be a minimum of 18 years of age