



**Job Title: Administrative Assistant – Pioneer Lodge, Sundre
(2 month position)**

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

Reports to: Office Manager, Bookkeeper, and Lodge 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.)

Tuck Shop Management

- 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 Lodge Summer Director 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

- 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
- 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

Requirements:

- Current full-time student and returning if receiving Canada job grants
- 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:

- 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 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 27 – Aug 31, 2018