



SPRING BAY CAMP ADMINISTRATOR - JOB POSTING

Spring Bay Camp is operated by the WOD.

Camp Director: Rev. Dave Slater

Application Deadline: December 21, 2022

JOB OVERVIEW

- Full Time Seasonal Position (Mid-April to Mid-September) – some off-season P/T hours
- Required to live onsite or close by the camp
- Must have previous administrative experience

EDUCATION/CERTIFICATION

- Post Secondary Education
- Driver's License
- Current criminal records check

TASKS

- General administrative tasks
- Office management
- Guest check-in and check-out
- Counting and administrating offerings, banking and financials
- Managing leases and lease-holder correspondence
- Office scheduling and basic management
- Hosting ministry guests
- Administrating camp committee meetings and minutes
- Training staff
- Working in conjunction with camp manager
- Managing camp website and social media accounts
- Opening and closing camp office (seasonal)

SKILLS, ABILITIES, & ATTITUDES

- Proficient in Microsoft Office (Word, Excel, Powerpoint)
- Basic accounting expertise
- Computer application management (Social, web, design updating)
- Experienced management of multi-file operation
- Customer service acumen
- Team builder, team player
- Strong self-awareness
- Positive attitude
- Hard-working
- Teachable, willing to learn

Please send a resume attention: Diane Ferns (dferns@wodistrict.org).

Only those selected for an interview will receive follow up correspondence.

