

Leave your mark

Cairn

Job Posting

Administrator

General Description:

- A member of the Resource Staff.
- Reports to: Executive Directors, Associate Director

Essential Job Functions:

- Process camper registrations from May through August with a computerized database.
- Maintain petty-cash account, town lists and cabin lists.
- Ensure accurate and timely communication between clients and camp Directors by answering phones, checking e-mail, receiving and sending faxes and processing camper arrivals and departures.

Work Experience Requirements:

- Recommend 2 (two) years as a counsellor or equivalent experience working with youth.

Other Skills/Abilities/Qualifications:

- Intermediate computer knowledge.
- Experience working with databases, websites and e-mail recommended.
- Valid Ontario Driver's License.

The ideal candidate will have:

- Excellent communication skills (both oral and written).
- Natural organizational skills.

NOTE:

This job description is not intended to be all-inclusive. The Employee will perform other related duties as set out in the RESOURCE STAFF JOB DESCRIPTION.

Cairn
R.R. #1,
3200 Muskoka Rd. 117
Baysville, ON P0B 1A0

www.ilovecamp.com
Phone: 705.767.3300
Fax: 705.767.2232
Email: info@ilovecamp.org

