

Camping Program Assistant

Girl Guides of Canada, Ontario Council

This 12 week summer position is made possible through funding from the Canada Summer Jobs program. As such, applicants **MUST** meet the following criteria to be eligible to apply:

- Be between 15 and 30 years of age at the start of the employment.
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant Ontario legislation and regulations.

Location: 180 Duncan Mill Road, Toronto
Hours: 8:30 am to 4:15 pm Monday to Friday - 35hr/week.
Salary: \$14.00/hour
Start date: Monday, May 28, 2018
End date: Friday, August 24, 2018

RESPONSIBILITIES:

Reporting to the Camping Manager, the Camp Program Assistant will support many functions of the Ontario summer camp program including registration, camp subsidies, staffing, risk management and program support.

Registrations, payments and camper and staff information are all entered, tracked and analyzed through our CampBrain software. The Camp Program Assistant will use this program extensively, along with MS Excel, Access and Outlook. There will be a focus on customer service with parents via phone and email.

EDUCATION AND EXPERIENCE:

- Working towards a Diploma or Degree in related field (Event Planning, Outdoor Leadership, Human Resources, Business Administration).
- Intermediate skills in Microsoft Office– Word, Excel, Outlook, Access.
- Strong oral and written communications skills.
- Demonstrated Customer service skills.
- Proven time management skills and attention to detail.
- Experience with camp programs an asset.

Please forward cover letter and resumé, stating position title in the subject line by Monday, May 14th, 2018 to: humanresources2@guidesontario.org

Girl Guides of Canada, Ontario Council thanks all applicants but only those selected for an interview will be contacted.

