

Job Posting: IAWAH Christian Ministries (Camp IAWAH)



Position: Summer Registration Assistant
Pay Rate: \$14.50 hourly for 35 hours weekly
Job Start & End Dates: June 17, 2019 - August 17, 2019
Seeking: 1 person

Accommodation: Room and board is available although living on site not a requirement of the job.

Overview

Working under the supervision of the Administrative Team, the Summer Registration Assistant provides reception services and facilitates smooth registration and de-registration days for all of IAWAH's summer season. The Summer Registration Assistant works closely with the Camping Coordinator and Administrative Team to plan for registration days and provides orientation training to staff and volunteers assisting with these days.

Room and board is available although living on site not a requirement of the job.

Expectations

- Assisting with general office reception, professionally answering phones, taking messages, assisting staff
- Assisting parents by phone or in person with registration questions, registering or updating camper information
- Coordinating and setting up for registration-related events ("events") including Summer Camp Registration days (Sundays) & De-Registration day (Saturdays), as well as including Youth Development & Leadership Programs (RISE, CREW, ROOTs, REACH), Jump Start and Canada Day Family Retreat
- Preparing promotional materials for events (including but not limited to printed promotional materials, cabin photos, camper take-home bags and t-shirts)
- Assisting with early departures of campers or other special requests made by camper parents
- Coordinating and collating the weekly camper evaluation process
- Assisting the Tuck Shop staff as necessary (including but not limited to filling orders or restocking product)
- Providing training and registration-specific supervision to staff/volunteers in various roles for each event as required
- Co-ordinating services for registration events, including (but not limited to) parking for camper families, availability of registration-related venues/spaces, foodservice needs, signage, information displays, special needs requirements, audio-visual equipment and printing
- Researching local events including festivals, races and/or parades which may coincide with registration days and advise the Administrative Coordinator for the purpose of providing camper families to assist with route planning
- Taking on special projects as they arise under the direction of the Registrar or Administrative Coordinator

We are seeking a candidate who:

- Is self-motivated, organized and has the ability to multi-task in a fast paced environment
- Shows strong attention to detail - and is able to solve various problems as they arise
- Is friendly, approachable and able to work cooperatively with all staff and guests.

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The following skills will be considered assets:

- Experience with working with the general public
- Strong oral and written communications skills
- Experience with MS-Word and MS-Excel
- Ability to learn new software programs

IAWAH Christian Ministries is a charitable, year-round ministry based on a 225 acre waterfront property near Westport, Ontario. The focus of the organization is youth development through providing youth leadership programming, summer camps, family experiences and year-round retreat and conference facilities.

The Vision of IAWAH is to facilitate the growth of deeply rooted followers of Christ in an environment that leverages adventure, experiential learning and Christian community.

IMPORTANT NOTICE TO APPLICANTS: Preference will be given to those who self-identify as Indigenous. IAWAH gratefully acknowledges that this job is made possible by the Canada Summer Jobs Program.

Application Instructions

Interested applicants may send their résumé and three references to humanresources@iawah.com. Applications accepted by email only; no phone calls please. We thank all applicants for their interest however only applicants offered an interview will be contacted.