



# Camp Fircom Society

Of the United Church of Canada

2776 Semlin Drive,  
Vancouver, BC V5N 4R6

## Administrative Assistant

### Job Description

Camp Fircom Society is looking for an Administrative Assistant for its Vancouver office to oversee its summer camp registration. Camp Fircom is a non-profit, United Church summer camp located on Gambier Island, however, this position will be working from the main office located near Broadway and Commercial Drive in Vancouver.

Reporting to the Executive Director, the Admin Assistant will handle a range of dynamic administrative and customer service duties. The successful candidate will be an enthusiastic self-starter who knows when to ask questions and when to search out answers on their own. The right person will be flexible and open to coming up to camp to work once a month or so to get to know the facilities and the staff running our programs.

This role will be part time from September to April working 16 hours per week within business hours. There is some flexibility to work from home for a few of those hours. The position is full time from May to August working 40 hours per week over the summer months.

### Essential Functions

The Administrative Assistant's main duty will be overseeing the summer camp registration and reporting needs for each session. They will be the first point of contact for parents registering their children and youth for our summer camp programs. They may also contribute to fundraising events, marketing tasks, and general reception work at time permits.

#### *Registration: 70%*

- Answers parent's questions knowledgeably
- Processes registrations and payments quickly and accurately
- Creates cabin groupings for each of the sessions
- Manages session cut off and waitlists/requests
- Weekly reporting of summer camp stats
- Processing campership and tracking amounts given
- Creates session reports for counselors, nurses, and managers
- Participates and offers leadership during all welcome and exit days from camp at Horseshoe Bay
- Follows up with payments in arrears
- Coordinates dietary and meal numbers for camp sessions to the Head Chef

#### *Administration: 20%*

- Reception duties: answers phone, info email account, collects & distributes mail
- Photocopy, filing, mail outs
- Updating database and maintaining filing system
- Research, proofreading and editing a variety of documents
- Running errands, cleaning the office, servicing office equipment, and ordering supplies
- Answers general rentals inquiry knowledgeably and forward on to appropriate person
- Other duties as required

#### *Marketing & Events: 10%*

- Checks and updates Facebook periodically (shared task)
- Helps create content for e-newsletters (shared task)
- Attending community events and running Fircom's booth promoting camp

## **REQUIREMENTS**

- Strong English language skills: both written and verbal
- Knowledge of summer camp industry
- Intermediate skill level for Microsoft Word, Excel, and Google Apps
- Ability to research and present data in clear fashion
- 1 years as an administrative assistant or receptionist
- 1 to 2 years customer service experience
- High school diploma
- **Must have valid driver's license**

## **ASSETS**

- Knowledge of InDesign and Mail Chimp or strong graphic design skills
- Experience in database management such as Microsoft Access
- Owning a car

## **Other**

The pay rate is \$16 per hour

Fall, Winter, Spring hours are 16 per week. Flexible to any days between Mon to Fri.

Summer hours are Mon to Fri, 8:30 to 5:00 pm with occasional Sundays in the summer for boat day for camp.

Please e-mail your cover letter and resume as one attached document to:

Margo Dunnet, Executive Director, [margod@fircom.ca](mailto:margod@fircom.ca)

No phone calls please!

This posting will remain up until the position is filled.

If we do not contact you, thank you in advance for applying.