



## **Camp Ooch & Camp Trillium are looking for Summer Staff!**

A diagnosis of childhood cancer changes life in an instant. For affected children and families, it can suddenly feel like everything is about cancer.

Camp Ooch & Camp Trillium (merged in 2020) offers a different journey, where kids with cancer can just be kids, and families connect with a community of strength and support when they need it the most.

So much more than a summer camp—we offer the social cure for childhood cancer. Our camp-inspired programs deliver fun, friendship, and community to children and families at no cost to them year-round, all across Ontario.

Cancer changes a child's life. So does camp. And so can you. Learn more at <https://ooch.org>.

### **Summer 2021 – OVERNIGHT CAMP**

#### **Summer Office Manager**

(contract June to end of August)

\$4,500 to \$6000 for the term of the contract

While 2020 was full of unexpected challenges, our new organization moved forward, inspired by our vision of reaching every child and family affected by childhood cancer across Ontario. We are developing plans to deliver modified in-person overnight camp programs this summer at Camp Trillium Rainbow Lake and Ooch Muskoka, leveraging pandemic protocols including social distancing, use of PPE, and plenty of time outdoors. We're getting ready for a life-changing summer of adventure, fun, and safety!

Would you like to be part of our amazing programs this summer? We are now accepting applications for experienced **Summer Office Managers**

In order to be a successful part of our outstanding all-summer staff, you'll be passionate about facilitating amazing recreational experiences for kids and families while actively supporting and providing resources to our volunteers throughout the summer.

Our **Summer Office Manager** will work with the Camp Director & Summer Assistant Camp Director to coordinate the comings and goings of all who visit our overnight camp. The Summer Office Manager position is one of the **senior staff team members** of a paid summer staff team.

Primary responsibility will be work that is clerical in nature, in a dynamic camp office and acting as the face/voice of the administrative office at camp. The Summer Office Manager will be responsible for database entry of campers and volunteers, providing support for family and camper communication through phone calls, emails and mail, coordinating reception desk, assisting with the administration of the volunteer team, supply shopping coordination and assisting with the administration needs of the Camp Director and programs. The Summer Office Manager will be ensuring the safety of all equipment and

the activity areas including regular maintenance, conducting risk management surveys and on-going safety reporting.

In addition to the camp office responsibilities, our all summer program staff coach and support our volunteer teams and assist and/or lead the planning, prepping and execution of camp wide programs and other day time and evening activities.

#### Skills & Qualifications:

Our *Summer Office Managers* must have:

- Excellent interpersonal, organizational, and computer skills.
- Excellent verbal and written communication skills.
- Valid First Aid certification for duration of the contract.
- Current police reference check and vulnerable sector screening.
- A current G Class driver's license, and eligible to be insured under Camp Ooch & Camp Trillium Insurance Policy.

#### Beneficial Skills & Experience:

- Experience working in an administrative setting.
- Overnight summer camp experience.

This position requires living at the Ooch Muskoka or Rainbow Lake campsite for the duration of the contract (June to August as well as available for spring training where applicable), with room and board provided. In consideration of the population Camp Ooch & Camp Trillium serve, the incumbent is a non-smoker.

To view more information on our summer staff roles, please visit <https://ooch.org/about-ooch/careers/>.

Qualified applicants are encouraged to apply by email at [careers@ooch.org](mailto:careers@ooch.org). Please indicate in the subject line “**Application for Summer Office Manager**” and in your email please indicate if you have a strong preference of location: Rainbow Lake (Waterford, ON) or Ooch Muskoka (Rosseau, ON).

#### **Equal Employment Opportunity**

Camp Ooch & Camp Trillium invites applications from all qualified individuals. We are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. In accordance with Canadian Immigration requirements, priority will be given to Canadian citizens and permanent residents.

#### **Accessibility**

Upon request, Camp Ooch & Camp Trillium will provide to applicants with disabilities, accommodations that take into account the applicants' accessibility needs, in order to facilitate participation in the recruitment, assessment, selection and hiring stages.