Camp Oochigeas is a privately funded, volunteer based organization that provides children with cancer and children affected by childhood cancer with a unique opportunity for growth through challenging, fun, enriching and magical experiences.

**Position Summary:**
Oochigeas is a volunteer based program, and the following position is one of a core team of paid summer staff. In addition to facilitating the designated program area, it is the responsibility of the all-summer staff to actively support and provide resources to our over 500 volunteers throughout the summer.

The summer office manager will be responsible for work that is of a clerical nature in a dynamic office and act as the face of the administrative office at camp.

**Reports to:** Manager, Overnight Camp Programs

**Contract Dates:**
- June 8th – June 11th, 2020 (in Toronto office)
- June 12th to June 14th, 2020
- June 17 to August 30, 2020

**Specific Accountabilities:**

1. **Planning (5%)**:
   a) Monitor and report on the achievement of Overnight Program plans and Summer Office plans.

2. **Communication and Administration (75%)**
   a) In collaboration with Camp Management and Family Liaison, update and manage the Ooch camper and volunteer database (Campsite)
   b) Support family and camper communication through phone calls, emails, and mail
   c) Answer phones and track and deliver messages
   d) Receive and sort mail, faxes and deliveries
   e) Track inventory of office and order necessary office supplies throughout summer
   f) Manage parts of summer budget including petty cash and support Camp Management in expense reporting and collection of receipts.
   g) Compile and organize volunteer and camper evaluations
   h) Support Camp Driver in management of shopping lists and medical runs
   i) General office administrative support such as helping with day-off lists and schedules, cabin lists, and tracking guests onsite.
   j) Work in collaboration with Camp Management and Family Liaison to support and train bus chaperones each session
k) Track inventory and manage sales of Camp Ooch Merchandise
l) Write end of summer report to evaluate activity area

3. Volunteer Support and Camper Support (20%)
   a) Assist in facilitation and administrative tasks of on-site volunteer trainings
   b) Coach and support volunteers in planning, prepping, and execution of camp wide programs, theme, and other activities
   c) Support, coach, and lead volunteers in achieving safe, fun, and engaging programs.
   d) Assist volunteers in providing general support and supervision to campers
   e) Attend and participate in various program areas, staff meetings, and socials as required
   f) Participate in risk management and Overnight Camp emergency procedures

4. Supervision and Management (15%)
   a) In collaboration with Camp Management, supervision of the Camp Driver, including offering feedback, performance evaluation, and process improvement.
   b) Support in scheduling and organization of transportation and administrative tasks given to Camp Driver.

Experience and Qualifications
Required Criteria
- Experience as a staff or volunteer camp environment and/or working with children in a recreational setting
- Excellent interpersonal, organizational, and computer skills
- Excellent verbal and written communication skills
- Experience in an administrative setting
- Valid Bronze cross of First Aid Certification for the duration of the contract

Advantageous Criteria
- An understanding of the power of camp
- Skills in Outdoor Education or Adventure education
- Overnight camping experience (does not need to be canoe trips)
- Demonstrated ability to work with children and an understanding of how illness impacts the entire family
- Demonstrated commitment to volunteerism or volunteer sector
- A current driver’s license, and eligible to be insurable under Camp Oochigeas’ Insurance Policy

Particular Working Conditions
- In consideration of the populations Ooch serves, the incumbent is a non-smoker
- This position requires living at the Ooch Muskoka campsite for the duration of the contract – room and board is provided.

Physical Requirements
The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity.
The minimum physical requirements for this position include:

- Able to lift and move office inventory and supplies (10kg)

**Equal Employment Opportunity**
Camp Oochigeas invites applications from all qualified individuals. Camp Oochigeas is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal 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 Oochigeas 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.

All members of the summer staff team must be at least 19 years of age. This is a paid residential summer contract position at our site near Rosseau, Ontario. All hires will be contingent on positive references, a police check with vulnerable sector and the completion of the required medical screening. If you have questions please contact Miriam Paas, Overnight Program Manager at 416-961-6624 x 256

For more information please visit our website at [www.ooch.org](http://www.ooch.org)

Our application process is ongoing. Job opportunities will be posted at [www.ooch.org](http://www.ooch.org) until they are filled. Screening will begin January 6th, 2019

**To apply, please send resume and cover letter to:**
Email: [careers@ooch.org](mailto:careers@ooch.org)
Subject line must state “Application to Office Manager”

Or

Human Resources
Camp Oochigeas
464 Bathurst St.
Toronto, ON
M5T 2S6