

## **Administrative Assistant - Camp Cedarwood**

### **YFC Winnipeg**

*Part-time - Seasonal (Full-time - Permanent also available)*

Youth for Christ Winnipeg is looking for a highly motivated and organized individual to serve as an Administrative Assistant at Camp Cedarwood. The Administrative Assistant will have the option to reside at the Camp, located at Pinawa Bay - Lac du Bonnet, Manitoba. Camp Cedarwood is a ministry of YFC Winnipeg that provides youth with a camp experience that is rooted in the Gospel with a focus on excellence, while allowing them to experience new and exciting opportunities through our programs and activities.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of Camp Cedarwood; what you will do here will have an important impact on the young people and guests who attend and enjoy Camp Cedarwood's beautiful facility and setting.

#### **Responsibilities**

- Assist with summer camp registrations as needed.
- Serve as the on-site office point person throughout the summer.
- Distribute reports to staff and volunteers and make preparations as needed for each week of summer camp.
- Assist in Store operation throughout the summer
- Handle phone inquiries promptly in a professional manner.
- Assist in maintaining and managing the camp databases.
- Create a welcoming atmosphere for all who enter our facility.
- Serve as a liaison between Administrative Director and onsite staff, groups and campers or parents.

#### **Requirements**

- Maintain a close, intimate relationship with God as a devoted follower of Jesus Christ.
- Be an active participant in the life of a local church.
- Affirm and support our organization's Community Covenant and Statement of Faith, and be committed to YFC's mission.
- Prior experience in a customer service based administrative position would be an asset.
- Available to work evening and weekend hours.
- Knowledge of G-suite applications (gmail, calendar, drive, docs, sheets, etc).
- Take initiative, pay close attention to details, and be willing to adapt.
- Strong interpersonal, written and verbal communication skills.
- Embrace YFC's core values with a strong heart for evangelism.
- Able to work well in a team as well as on your own.

For more information or to submit your resume and cover letter, please contact Human Resources at [hr@yfcwinnipeg.ca](mailto:hr@yfcwinnipeg.ca).