



Camp Awakening is Hiring! Administrative Assistant!

POSITION: Administrative Assistant

POSITION TYPE: Seasonal Part-Time (30 hours per week, for 9 weeks starting in May)

LOCATION: Camp Awakenings Head Office (Toronto) with potential trips to Camp Awakenings Summer Camp Locations (Tichborne, Minden, MacArthur Mills)

COMPENSATION: \$15.50/hour

Are you someone who dreams of your past summers spent at summer camp? Are you organized, able to take direction and looking to strengthen your administrative skills? Then we want to meet you!

The Administrative Assistant will play a vital role at Camp Awakening by supporting administrative tasks and assisting programming in a variety of ways. In this role, the Administrative Assistant will gain valuable experience and skills in all aspects of the organization, including programming, social media, daily business operations, and charitable activities.

About Us:

Founded in 1982, Camp Awakening is a registered charity offering overnight summer camp and leadership programs that give youth with physical disabilities the opportunity to increase independence, make lasting friendships, develop confidence, and accomplish things they never thought possible.

Main Duties and Responsibilities:

- Complete assigned administrative duties: including but not limited to, preparing mailings, managing inventory and filing and organizing records and reports;
- Assist Program Director in creating, scheduling and organizing programming for the summer, including the newly redesigned Leaders-in-Training program, staff training and camp programming;
- Collaborate with Camp Awakening's Executive Director and Program Director to finalize and assemble documents for distribution to a variety of stakeholders ;
- Assist with fundraising initiatives and special events, including travel to wilderness camp locations and off site special events;
- Work with the Section Directors to finalize both internal and external camp documents;
- Help implement marketing, social media, and promotional plans over a variety of platforms (Twitter, Facebook, Instagram, YouTube, TikTok)

Required Criteria:

- Time management and organizational skills;
- Ability to work collaboratively in a small office setting;
- Proficiency using Microsoft Office Programs and Google Drive;
- Must be available to work in-person at our head office located in Toronto one to two days a week;
- Occasional overnight trips and weekend work may be required;
- Current police reference check and vulnerable sector screening; *(please be advised that all offers of employment are contingent upon successful completion of these checks and screenings if not provided by candidate in advance);*
- Camp Awakening requires all eligible staff to be vaccinated against COVID-19.



Advantageous Criteria:

- Priority will be given to applicants and candidates with lived experience;
- Previous camp experience (as a camper or staff member) is considered an asset;

This position is funded by the Canada Summer Jobs Grant. In order to be considered for this job you must:

- Is between 15 and 30 years of age (inclusive) at the start of employment;
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred;
- Is legally entitled to work according to Ontario's legislation and regulations.

To Apply: Please send a resume to careers@campawakening.com. Please include "Administrative Assistant" in the email subject. We will review applications as received.

We wish to express our appreciation to all applicants for their interest in this position, however only those selected for an interview will be contacted. Camp Awakening is committed to employment equity and encourages all qualified candidates to apply. We value inclusivity and diversity in the workplace. If you require an accommodation at any point during the recruitment & selection process, please let us know and we will work with you to meet your needs.