



## PROGRAM ADMIN ASSISTANT

The Program Administration Assistant (PAA) connects our camp team—mastering their own portfolio of responsibilities and assisting the rest of the program team with the administration, delivery, and management of summer camp programs. Camp is dynamic, and the PAA is always one step ahead in its preparation, not to mention agile to help when things change. From snapping and editing photos, to organizing pod lists, to overseeing camper drop-offs and pick-ups, to crossing the t's and dotting the i's, the PAA will keep this year's summer camps moving forward. Very strong organizational and interpersonal skills are a must, as well as a yearning for an endless summer!

### General Responsibilities

- Represent Evans Lake and uphold our mandate and objectives
- Provide excellent customer service
- Assist with the camp registration process
- Assist with parent communications (e.g. managing lost and found and tuck shop items, inputting pick-up changes, responding to general inquiries, and more)
- Coordinate the capturing, editing, and sharing of photos and social media posts
- Coordinate daily transportation logistics, including overseeing the daily sign in and sign out of campers
- Act as central liaison between the head office in Vancouver and our centre at Evans Lake
- General administrative support for the onsite program team and Vancouver head office (e.g. answering phones, creating schedules for staff and campers, completing expense and incident reports, and tracking invoices)
- Demonstrate positive leadership/mentorship for colleagues, volunteers, and campers
- Other duties as assigned (e.g. driving camp vehicles; cleaning; supervising campers; project work)

### Term

- Exact start/end dates may vary, but mid-June through to late-August or September
- The program staff team training dates (in late June), all Day Camp dates, and the potential of one or more Family Weekends, as well as the potential of additional rental group work in June and September

### Safety

- Champion health and safety procedures, including daily health checks for campers and staff, physical distancing, cleaning, and being accountable for the safety of clients and colleagues

### Reporting & Evaluation

- The Program Admin Assistant reports to the Program Manager but also receives coaching from other staff

### Required Certifications & Experience

- First Aid Certificate (at minimum an 8-hour basic certificate that includes CPR)
- Familiarity with Microsoft Word/Excel, Google Workspace, Adobe Lightroom, CampBrain, Instagram, Facebook, and WordPress are preferred
- Preference may be given to candidates who have a Class 5 driver's license
- Additional certifications and licenses are considered to be assets, including a Class 4 driver's license, advanced first aid, and certifications in lifeguarding, paddling, rock-climbing, and/or outdoor recreation and leadership

### Additional Information:

- Compensation will be \$132-136/day, depending on certifications. Free room and board is also provided when programs are in session, as all program staff live [onsite](#) while programs are in session.
- ELFES is an equal opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community, and we strive to create a safe and fun environment for everyone to explore forests
- We acknowledge that Evans Lake is located at Ch'iyakmesh on the unceded territory of Skwxwú7mesh Úxwumixw
- **To apply** fill out our online application form at <https://evanslake.campbrainstaff.com/>

If follow-up with your application is required, for privacy & confidentiality reasons, **we can only discuss an application with the applicant (i.e. no agents, representatives or family members).**