

**Camp Wanapitei**  
*Teaching Self Reliance and Leadership*  
*Skills since 1931*



## **Summer Office Assistant**

Want to work in a fantastic wilderness location, with great people, and gain valuable administration skills?

The Wanapitei experience promotes self-reliance, cooperation and personal growth, through community living, team work and challenging canoe trips in Canada's north.

Wanapitei is looking for an Office Assistant for Summer 2019. The successful applicant will be friendly, well-organized, can manage sensitive documentation, and able to work in a busy, ever-changing office environment.

Responsibilities include:

- ★ Communicating with staff and camper parents via phone and occasionally email
- ★ Sales and organization of the camp store
- ★ Daily management of cash boxes, including camp store transactions, staff advances and trip money. Includes balancing cash boxes and recording transactions in a spreadsheet
- ★ Assisting with the collection and return of lost and found camper items
- ★ Doing town runs to pick up supplies, as needed
- ★ Keeping the office tidy – includes sweeping daily
- ★ General office administration including filing, collecting paperwork, mail, delivering phone messages
- ★ Offering general support to the camp where required
- ★ Applicants should have a good working knowledge of word processing, database and email programs
- ★ Applicants with G-class license are preferred
- ★ Applicants with CampBrain database software experience are preferred

Applicants should apply with a cover letter and résumé to [jj@wanapitei.net](mailto:jj@wanapitei.net).