

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

Wanapitei is looking for an Office Assistant for Summer 2021. The successful applicant will be friendly, well-organized, can manage sensitive documentation, and able to work in a busy, every-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 experience are preferred

**Application Process:**

Please send a resume and cover letter to [erin@wanapitei.net](mailto:erin@wanapitei.net).

Camp Wanapitei is committed to being an equal opportunity employer. If information is required in alternate forms (i.e. larger text, face-to-face communication) please let us know.