



*On East Shore Pigeon Lake, Alberta*

## **Part-time Office Administrator**

Reporting to the Executive Director, your job will be to support Office, Campground, Summer Camp and Rental administration. This position requires a person with skills and interests in the following areas: building supportive relationships with other staff and the public, communicating effectively, marketing a rental space, managing finances, developing effective office systems as well as having an appreciation for camp, kids and non-profit organizations.

### **Key Job Responsibilities Include:**

#### **Office Administration:**

1. Monitor, forward and respond to office emails and phone calls in a timely manner
2. Keep in contact with camp members; distribute relevant camp information
3. Support Executive Director with office tasks as needed
4. Collect mail at Mulhurst Bay
5. Develop and maintain organized office filing systems
6. Order supplies and materials for summer camp program and facility rentals

#### **Facility Rentals**

7. Offer and conduct tours of the facility for prospective renters
8. Accept rental requests, provide contracts and invoices, collect payments and damage deposits
9. Welcome rental groups (mostly on weekends) upon arrival (shared with Property Maintenance)
10. Meet groups upon departure (shared with Property Maintenance)

#### **Campground Management (Weekend Campers and Seasonal Campers)**

11. Monitor on-line weekend campground booking site (May-Sept)
12. Respond to campground inquiries
13. Manage Seasonal Campground – communication, collection of fees

#### **Financial**

14. Accept all incoming monies, complete deposit slips and take deposits to bank
15. Track and record all incoming funds according to budget lines (donations, building fund, etc.)
16. Pay bills/invoices
17. Timesheets and Payroll for year-round and seasonal staff
18. Record transactions in accounting software and reconcile accounts and other supporting documents (i.e. update cashflow on a monthly basis)
19. Complete and submit annual Provincial return
20. Provide support to the Treasurer or Executive Director for completion of the Annual Charities return, the WCB return and the GST return

### **Qualifications & Requirements**

Preferred: live in the Mulhurst/Pigeon Lake area

Minimum one year related office and financial experience, along with **solid references**

Experience with children, youth, families and camp ministry is an asset

Willingness to work flexible hours (with some hours on the weekend); 24 hours on average/week

### **Compensation**

\$25.00 an hour

**Closing Date: November 21, 2024**

For further information or to submit a resume, email [executivedirector@mulhurstcamp.ca](mailto:executivedirector@mulhurstcamp.ca)

**Website: [mulhurstcamp.ca](http://mulhurstcamp.ca)**