



On Picturesque East Shore Pigeon Lake, Alberta

Hiring Summer Rental/Property and Office Manager

(to begin immediately – through end of August,
with the possibility of leading to a permanent position)

Are you interested in working at a beautiful camp on Pigeon Lake? Do you have a passion for camp and kids, skills in organization and abilities to work well and relate with people? Apply for our **Summer Rental/Office Manager** position at Mulhurst Camp!

Reporting to the Interim Executive Director, your job will be to support all aspects of Office and Rental Group administration. This position requires a person who is able to work well in teams, build supportive relationships with other camp staff, and develop effective systems for recording and tracking information.

Key Job Responsibilities Include:

1. Monitor, forward and respond to office emails in a timely manner
2. Answer camp phone calls and respond to inquiries
3. Keep in contact with member churches; distribute relevant camp information
4. Support Interim Executive Director with office tasks
5. Deliver, retrieve and forward mail
6. Offer and conduct tours of the facility
7. Accept rental requests, provide contracts and invoices, collect payments and damage deposits
8. Welcome rental groups (mostly on weekends) upon arrival and check in regularly
9. Meet groups upon departure and ensure space has been left in good condition
10. After each rental, ensure camp is clean and ready for Kids' Camp weeks
11. Inform property manager of any facility repairs needed

Qualifications & Requirements

Minimum one year related experience, along with solid references
Experience working with various computer programs
Experience with children, youth, families and camp ministry is an asset
Enthusiastic and comfortable in a camp setting
Police Information Check (Vulnerable Sector included)

Compensation

To be determined, based on experience
Please see Campground Caretaker position posted on our website; these positions can be combined into one.

For further information or to submit a resume, email

executivedirector@mulhurstcamp.ca

Website: mulhurstcamp.ca