



Head Office Administrator

Dates of Employment

Start Date: May 14, 2018

End Date: August 31, 2018

Location: Toronto (May 14-June 18) & Minden (June 15-August 31)

The Camp

Since 1918, campers have come to Onondaga Camp each summer to discover the challenges and rewards of outdoor adventure and friendship. A true Canadian summer tradition, Onondaga Camp offers an extraordinary environment for kids to play, explore, achieve, and grow.

Onondaga Camp is a summer residential camp for children ages 6-16 near Minden, Ontario. We facilitate over 1,500 campers each summer. We hire staff on the basis of the soundness and maturity of their judgment, their commitment to being strong role models, and most importantly their ability to establish positive and caring relationships with their campers.

The Position

The successful applicant will be friendly, customer-service oriented, well-organized, responsible and able to cope with a busy office atmosphere. The applicant should have a general working knowledge of word processing, database and email programs.

Specific roles and responsibilities include:

- Communication with camper families (via telephone & email)
- Sales & organization in the Tuck Shop (camp store)
- General office administration (data entry, phone answering, daily mail)
- Assistance with coordinating transportation for the beginning of end of sessions.
- Handling and recording of petty cash.

The Application Process

To apply, please complete our online application by clicking [here](#). Please note that although we thank all applicants, only those considered for an interview will be contacted.

Onondaga Camp values the diversity of people. We welcome and encourage applications from people with disabilities. Accommodation will be provided, on request, to support candidates taking part in all aspects of the selection process. All responses will be handled with strict confidence.